

## Job Description: Regional Finance Officer

**Reports to:** Finance Director (London Primaries)

**Location:** West London (home school to be agreed with time splits across other schools in the region)

**Contract:** FTC (12 months)

**Pattern:** Full Time (standard hours 9am – 5.30pm)

**Salary:** £29,000 to £31,000 (depending on experience)

### **About the role:**

As Regional Finance Officer, your role is an integral part of the schools in the region, responsible for ensuring high standards of financial integrity. Depending upon which school you are supporting, you will manage the daily and monthly financial processes in the school, ensuring compliance with the requirements of the Academies Financial Handbook.

This is a regional position to support Ark Primary academies across London. This regional role will involve travel within West London where we have schools based in Ealing, Westminster, Hammersmith Brent and Wandsworth. You will be based over 2-3 schools where you will spend c.80% of your time with the remainder of time supporting regional working at our central office near White City. Your home school may vary on an annual basis. You will work closely with (and report to) the Finance Director (London Primaries) and will also work with the relevant Principal and Operations leads at the school(s) you are supporting. You will be expected to be part of the school community.

### **Key Responsibilities:**

- Working closely with the Finance Director for London Primaries, Finance Managers and Operations Leads to ensure the continuing financial stability of the school
- Placing orders, receiving goods, and maintaining a professional relationship with suppliers
- Ensuring accurate and timely processing of purchase invoices and other documents using Concur and PS Financials accounting software, reconciling supplier statements, and preparing payment runs for authorisation
- Reconciling schools bank accounts, credit card statements and financial ledgers
- Operating petty cash; receiving, recording and banking monies paid into the school, ensuring all monies outstanding are collected
- Assisting the Finance Manager with the preparation of month end and year end accounts
- Working with the Operations Leads to ensure goods and services are processed in compliance with current and relevant procurement legislation, ensuring best value is achieved
- Assist with the administration of school's ParentPay (or equivalent) system
- Support the Finance Director for London Primaries in driving forward change and initiatives which promote regularity, propriety, value for money and best standards
- Promote regional working across the London Primary Finance team by sharing best practice through regular communication and presentation and team meetings
- Support other schools in the region as necessary

## Person Specification: Regional Finance Officer

### Qualifications

- English and Maths GCSE grade A-C, or equivalent

### Knowledge & Skills

- Experience of running effective administrative and financial systems, ideally within a school environment
- High level of proficiency with Microsoft Office, especially excel. PSF financials and Concur desirable
- Experience using financial databases and confidence and interest in learning new technologies

### Personal Qualities

- Strong organisational and time-management skills and the ability to delegate appropriately
- Ability to skilfully manage and maintain effective working relationships with colleagues and other stakeholders
- Ability to manage own time to enable multi-school regional working
- Works productively in a high-pressure environment
- Helpful, approachable and positive nature
- High standards and a keen eye for detail
- Keen to learn and further develop own skills
- Exercises sound judgment, especially relating to confidentiality and discretion

### Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).*

*We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).*