

Job Description: Regional Finance Officer

Reports to: Finance Manager

Location: South London with travel across our Ark schools in the network

Contract: Permanent

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

Salary: £27,000 to £34,000 (depending on experience)

About the role:

This is a school-based position located in an Ark secondary academy in South London. You will work closely with (and report to) the Finance Manager and will also work with the Principal and Operations Director at the school.

As the Regional Finance Officer you will be an integral part of the school, responsible for ensuring high standards of financial integrity. You will manage the daily and monthly financial processes in the school, ensuring compliance with the requirements of the Academies Financial Handbook.

Key Responsibilities:

- Working closely with the Finance Manager and Operations Director 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 Sage Intacct accounting software, reconciling supplier statements, and preparing payment runs for authorisation
- Assisting the Finance Manager with the preparation of month end and year end accounts including Bank, Petty Cash and Credit Card reconciliations and completion of month end reporting pack
- Support the Finance Manager in driving forward change and initiatives which promote regularity, propriety, value for money and best standards
- Support other schools in the South London region where necessary

Other

- Carry out other reasonable tasks as directed by the Finance Manager
- To be willing to undertake appropriate training in line with contractual duties
- Being an active member of regional finance officer team

Person Specification: Regional Finance Officer

Qualifications

- English and Maths GCSE grade A-C, or equivalent
- Part Qualified AAT or equivalent finance qualification (Desirable)

Knowledge & Skills

- Experience of running effective administrative and financial systems, ideally within a school environment
- High level of proficiency with Microsoft Office, especially excel, Sage Intacct desirable

Personal Qualities

- Genuine passion for and a belief in the potential of every student
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background
- Strong organisational and time-management skills and the ability to delegate appropriately
- Ability to skillfully manage and maintain effective working relationships with colleagues and other stakeholders
- 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
- Willingness to join in the life of the school

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](#).