

Job Description: Regional Finance Apprentice

Reports to: Senior Finance Manager

Location: South London region

Contract: Permanent

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

Salary: £20,000, rising to circa £24,000 after 12 months of service

About the role:

This is a regional position to support Ark secondary academies in South London. This regional role will involve travel within the South London region where we have schools based in Lambeth, Southwark, Wandsworth, Croydon and Greenwich.

As Regional Finance Apprentice, 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. Your duties in each school may vary slightly as you may be required to support the current Finance team(s) in place.

Key Responsibilities:

- Working closely with the Senior Finance Manager and Officer 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
- 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 Senior Finance Manager in driving forward change and initiatives which promote regularity, propriety, value for money and best standards
- Promote regional working across the South London Finance team by sharing best practice through regular communication and presentation and team meetings

Other

- Carry out other reasonable tasks as directed by the Senior Finance Manager
- Completion of the Level 2 Finance Assistant apprenticeship programme with West London College. You will be expected to attend the college campus in Ealing for one day per week during term time to complete the required classroom-based training
- To be willing to undertake appropriate training in line with contractual duties
- Support other schools in the region as necessary

Person Specification: Regional Finance Apprentice

Qualifications

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

Knowledge & Skills

- High level of proficiency with Microsoft Office, especially Excel. Experience with finance or other databases desirable
- Confidence and interest in learning new technologies and systems

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 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
- Willingness to join in the life of the school

Other

- Right to work in the UK
- Meets the apprenticeship eligibility criteria
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training and other professional development e.g. AAT, ACCA
- 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](#).