

Job Description: Finance Business Partner

Reports to: Financial Planning Manager

Location: West London (with flexible working available)

Contract: Permanent

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

Salary: £40,000 to £45,000 (depending on experience)

About the role:

We are looking for a resilient and flexible Finance Business Partner who can thrive in a busy environment, confidently managing competing demands and priorities while remaining calm and solutions focused. You will partner with a range of teams across the Ark network, including our income-generating ventures, donor-funded departments and operational functions.

You will play a key role in supporting budget holders with high-quality management information, budgeting and forecasting, helping them to understand financial performance and make informed decisions. You will also work closely with budget holders to identify opportunities to improve efficiency, while supporting the reporting and understanding of external funding.

To be successful in this role, you will combine strong Excel skills and financial expertise with the ability to communicate financial information clearly and effectively. You will be confident building strong relationships, challenging constructively and using your financial insight to support better decision-making across the Ark network.

Key Responsibilities:

- Provide efficient Finance Business Partnering support to various programme teams to facilitate timely recognition of planned Income and Expenditure for effective delivery of forecasts and budgets
- Lead on month-end management accounts for the departments in Ark Schools under your remit, including posting balance sheet adjustments and producing commentary alongside reporting
- Effectively communicate the monthly finances for your specified departments with the Financial Planning Manager and Head of Central Finance
- Regular meetings with budget holders to take them through their year-to-date figures and ensure that they understand the financial position of their department, undertaking additional analysis as necessary
- Support budget holders and the Financial Planning Manager with the reforecast and budgeting processes
- Work with the Fundraising team to support the Financial Planning Manager in reporting on Network reserves and external donations ringfenced to programmes
- Lead on reporting requirements for external funders and assist the Financial Accounting team on any statutory reporting requirements for funds received
- Develop finance training materials for your departments, to ensure they are supported through forecast and budgeting processes

Person Specification: Finance Business Partner

Qualifications

- Part-qualified or newly qualified Accountant / 1-2 years PQE
- A degree-level qualification

Knowledge & Skills

- Strong knowledge of budgeting and forecasting and their role in supporting effective financial decision-making
- Experience of producing and presenting finance reports
- Excellent numerical and financial skills
- Strong computer skills using Microsoft Office (Excel, Word, Outlook) and financial databases

Personal Qualities

- Ability to communicate effectively and explain finance to non-finance professionals
- Helpful and positive nature, and able to remain calm under pressure
- Meticulous attention to detail and capable of meeting strict deadlines
- Team player who is flexible and adapts well to change
- Willingness and ability to learn and operate new systems and processes and assess their effectiveness.
- Ability to plan, prioritise workload ensuring service and deadlines are met

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](#).