

## Job Description: Finance Assistant

**Reports to:** Finance Manager

**Location:** Kings Norton, Birmingham (Ark Kings Academy)

**Contract:** Permanent

**Pattern:** 25 hours per week, Monday-Friday term time only plus 10 days

**Full-Time Salary:** £24,637-£26,000 pro-rata

**Actual Salary:** £14,849.76-£15,671.28

### About the role:

As Finance Assistant, you will be an integral part of the regional finance team responsible for ensuring high standards of financial integrity within the region's academies. You will support with the daily and monthly financial processes, ensuring compliance with the requirements of the Academies Financial Handbook.

This role is primarily based in Ark Kings Academy, but you may be asked to work across the region on occasion and as directed by the Finance Manager or Regional Finance Director.

### Key Responsibilities:

- To perform routine financial transactions on Concur including processing purchase orders, placing orders with suppliers, receiving delivered goods and processing supplier invoices
- Preparing supplier payment runs for approval on the banking software and issuing remittance advices to suppliers
- Performing regular reconciliations of supplier statements for review by the Finance Manager
- Recording all income and expenditure using Concur/PSF financials.
- Raising sales invoices and undertaking credit control to ensure monies are received in a timely manner
- Assisting the Finance Manager in carrying out routine month and Year end procedures including bank, credit card and control account reconciliations and details of commitments and prepayments in accordance with the reporting timetable
- Ensuring purchase orders are raised and procedures are followed when ordering, receipting and authorising purchases of goods and services including credit card purchases.
- Maintaining filing systems, ensuring that records are suitable for audit, assisting with audits and implementing the recommendations on financial control from the Auditors or Department for Education
- Ensuring transactions are entered correctly from the IPAY payment system and reconciled weekly

- Completing first reconciliation of the bank statement and gaining appropriate sign off from Finance Manager and Principal.

### **Administration:**

- Contact suppliers and answer telephone calls and emails relating to queries
- Distributing monthly expenditure reports to budget holders
- To support with the booking process for school trips
- To support with the coordination of staff travel and accommodation bookings where required
- Assist school staff on the use of Concur including initial set up and use.

### **Other:**

- Undertake relevant training and professional development when required.
- Assist with any other school specific role related duties as directed by the Finance Manager.

## **Person Specification Finance Assistant**

### **Qualifications**

- Relevant qualifications including English and Maths GCSE grade A-C, or equivalent

### **Knowledge & Skills**

- Administrative background.
- 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 (desirable)
- Experience of purchase ledger and accounts receivable procedures (desirable)
- Excellent numerical and financial skills
- Strong Literacy and communication skills, including written and oral.

### **Personal Qualities**

- Strong organisational and time-management skills and the ability to work independently
- 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
- 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
- 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.*