

## Job Description: Finance Officer

**Reports to:** Senior Finance Manager

**Location:** Ark Soane Academy, W3 8EA (West London)

**Contract:** FTC (maternity cover- 12 months)

**Pattern:** Term time only plus 2 weeks (37.5 hours per week)

**Full time salary:** £26,000 to £33,000 (depending on experience and qualifications)

**Term time only plus two weeks salary:** £23,507 to £29,836 (depending on experience and qualifications)

### About the role:

This role will support in West London, working closely with the Senior Finance Manager (SFM) who oversees the cluster.

As Finance Officer, you will be an integral part of the team responsible for ensuring high standards of financial integrity within the academies. For at least one school in the Region you will manage the day to day financial processing and management of the academy and aid in the production of financial reports ensuring compliance with the requirements of the Academies Financial Handbook.

### **The Purpose**

- To be responsible for accurate recording and maintenance of the Academy's finance database
- To support the SFM in the production of financial reports to the highest standard, to enable the Academy to make sound financial, strategic and commercial decisions. Particular attention must be paid to embedding best practice procedures and processes throughout the Finance department
- Responsible for ensuring information and records are kept to the highest standards

### Key Responsibilities:

#### **Financial Accounting and Reporting**

- Maintain all data relating to the Academy's accounts in accordance with the financial regulations
- Maintain the general ledger accounts on the accounting system to ensure that accurate financial management information is provided to the Academy
- Perform monthly bank reconciliations
- Process purchase orders, receive delivered goods and process invoices
- Check all invoices and orders against the appropriate financial authority and budgets to ensure that are accurate and within the designated amounts
- Ensure all invoices and payments are coded accurately and that all relevant paperwork are completed
- Monitor all periodic payments regularly to identify irregularities and be able to prepare periodic performance reports
- Process all transactions relating to cash and bank accounts ensuring high level of accuracy and confidentiality. Ensure the safekeeping and banking of all cash / money
- Raise orders and prepare payment runs, ensuring compliance with the levels of delegation approved by the necessary Senior Management.
- Raise and issue invoices to parents and other parties for the collections of lettings or other debts
- Prepare monthly and periodic Academy financial reports and distribute to applicable stakeholders

**Auditing**

- Support SFM with external and internal auditors
- Provide accounting information and schedules in connection with the production of the monthly and annual financial statements for the Academy

**Other Duties**

- To provide financial support to teaching colleagues to ensure management information is understood and queries are efficiently and effectively managed
- Participate in Finance projects, with a particular focus on improving value for money
- Provide training to operational colleagues to ensure their understanding and compliance with finance process
- To maintain filing systems, ensuring that records are suitable for audit
- To assist the SFM with the production of various reports and analyses
- To provide the lead on the management and reporting of iPay (parent payment system) ensuring controls and accuracy of data
- To reconcile pupil accounts and check for any outstanding commitments
- Undertake other various responsibilities as directed by the Principal, SFM or Regional Finance Director

**Academy Ethos and Culture**

- Support the Principal in fostering a strong sense of academy community and ethos, acting as a positive role model to staff and students
- To drive forward change and initiatives which promote regularity, propriety, value for money and best standards

**Other**

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures

## Person Specification: Finance Officer

### Qualifications

- Experienced part-qualified accountant (desirable)

### Knowledge & Skills

- Experience of running effective administrative and financial systems, ideally within a school environment
- High level of proficiency with Microsoft Excel
- High level of proficiency with PSF (accounting system) and HCSS (budgeting system) (desirable)
- Experience using financial databases and confidence and interest in learning new technologies
- Understanding of relevant legislation, policies and procedures and the ability to apply this understanding to real situations
- Professional integrity and resilience, being resourceful and solution-oriented
- Knowledge and understanding of the education sector (desirable)

### Personal Qualities

- Strong organisational and time-management skills
- Ability to skilfully manage and maintain effective working relationships with parents, governors, community members and other stakeholders
- 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](#).*