

Job Description: Regional Finance Assistant

Reports to: Senior Finance Manager

Location: Ark North London

Contract: FTC (12 months)

Pattern: Part time (37.5 hours per week term-time only)

Full-Time Salary: £24,637 to £29,000 (depending on experience)

Time-time only salary: £21,188 to £24,940 (depending on experience)

About the role:

We are looking to recruit a committed Finance Assistant to join our schools in the North London Region. You will have an important role to play in day-to-day financial management, ensuring compliance, high standards of financial probity and value for money across the academy. You will be responsible for resources ordering across the schools and liaise with senior leaders and the finance team to establish best practice.

We are looking for someone who has experience working with financial procedures, cash handling, and maintaining cash security, preferably within a school, public sector, or charitable organisation. The ideal candidate will possess strong skills in spreadsheets and computerised accounting software, with excellent attention to detail and accuracy.

Key Responsibilities:

Financial

- To take responsibility for the processing of financial transactions within the academy, including purchase orders, invoicing, credit card reconciliation, BACS payments and petty cash
- To undertake monthly bank reconciliations
- To achieve for the academy the most competitive pricing for goods and services in compliance with current and relevant procurement legislation and Ark policy
- To take responsibility for the receipt, safekeeping and banking of all monies received by the academy
- To maintain the finance filing systems, ensuring that records are suitable for audit purposes

Resources ordering and management

- To accurately administrate and manage the school resources ordering system across both primary and secondary phases
- To ensure procurement best practice is adhered to
- To maintain an inventory of school resources, and manage, distribute and replenish this as required

Purchasing and Contracts

- To work with the Senior Finance Manager to achieve the most competitive pricing for goods and services in compliance with current and relevant procurement legislation

Other

- To assist the North London Region, with the day-to-day financial processes and procedures required of the academy, ensuring compliance with the requirements of the Academies Financial Handbook
- To ensure high standards of financial probity and value for money within the academy
- To work as part of the office team and support with school administration
- To contribute to the achievement of the educational vision for the academy
- To ensure, in relation to all the above responsibilities, that systems for monitoring and reporting are in operation and working effectively
- To work in collaboration with Ark, and counterparts in other Ark academies
- To carry out other reasonable tasks from time to time as directed by the Senior Finance Manager, Principal or Regional Finance Director

Person Specification: Regional Finance Assistant

Knowledge & Skills

- Experience of financial procedures, cash handling and cash security
- Experience in a school, similar public sector environment or charity (desirable)
- Effective team player
- Excellent literacy and communication skills, including written and oral
- Highly developed skills in spreadsheet and computerised accountancy software
- Excellent numerical and financial skills
- Highly competent computer skills, in particular using Excel, Internet, Email and financial databases
- Has good planning and organisational skills
- Understands the importance of confidentiality and discretion

Personal Qualities

- Strong attention to detail
- Well organised and resourceful
- An interest in learning about finance and procurement
- Demonstrates resilience, motivation and commitment to driving up standards of achievement
- Acts as a role model to staff and students
- Vision aligned with Ark's high aspirations, high expectations of self and others
- Genuine passion and a belief in the potential of every student
- Motivation to continually improve standards and achieve excellence
- Commitment to the safeguarding and welfare of all pupils

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](#).