

## Job Description: Regional Finance Manager

**Reports to:** Regional Senior Finance Manager

**Location:** West London supporting within Ark's North London Finance region

**Contract:** Permanent

**Pattern:** Full Time (37.5 hours per week)

**Salary:** £42,000 to £50,000 (depending on experience and qualifications)

### About the role:

This is an exciting opportunity to join Ark Schools' Regional Finance team, supporting Ark's academies in West London.

As a Regional Finance Manager, you will be an integral part of the team responsible for ensuring the high-quality financial service within the academies.

You will report to and work closely with the Regional Senior Finance Manager and will also work with the relevant Principals and Operations Leads in the school(s) you support.

You will manage the monthly financial processes, ensuring compliance, accuracy and timeliness, leading financial planning and partnering with the Principal and other senior staff to ensure effective strategic decision making.

This role is currently located in West London Cluster, North London Region which covers the following schools: Ark Burlington Danes in White City, King Solomon Academy in Paddington and Ark Acton and Ark Soane in Acton as well as the Trust Head Office EdCity. The substantive post will focus primarily on King Solomon Academy in Paddington and support the Regional Senior Finance Manager in other schools within West London Cluster.

The finance function is also progressively moving towards a matrix way of working which may require you to work on a process across all schools in the region.

### Key Responsibilities:

- Partner with the Principals and other senior staff to ensure effective financial management, adherence to budget and strategic decision making
- Take responsibility for supporting a high-performance team culture and building a continual improvement/learning mindset. Supporting the management of the finance staff, including arranging appropriate training and development
- Drive forward change and initiatives which promote regularity, propriety, value for money and best standards, and ensure best practice is implemented across the region
- Ensure timely production and issue of financial reports, cash flow forecasts, and returns as required, including ad hoc review and projects
- Prepare the management accounts and related analysis, posting of month-end journals, ensuring bank and control account reconciliations are carried out monthly in line with the Ark month-end pack
- Prepare the annual budget and reforecasts for approval by Ark
- Take responsibility for the academy's accounting procedures, ensuring all policies and procedures are adhered to within the academy, including review of academy payment runs and payroll

## Other

- Carry out other reasonable tasks as directed by the Regional Senior Finance Manager, including support to finance teams across the Region
- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark Schools' data protection rules and procedures

## Person Specification: Regional Finance Manager

### Qualifications

- Experienced part-qualified accountant or fully qualified accountant (ACCA, CIMA or ACA)
- A high level of numeracy, demonstrated through relevant qualifications or experience

### Knowledge & Skills

- Experience of running effective administrative and financial systems, ideally within a school environment
- High level of proficiency with Microsoft Excel and the wider MS Office suite
- High level of proficiency with Sage intact (accounting system), Concur (invoicing system) and IMP (budgeting system) are all desirable
- Experience using financial databases and confidence and interest in learning new technologies
- Line management experience (desirable)
- Experience in managing and negotiating contracts, tenders and agreements (desirable)
- 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

- 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 skillfully 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](#).*