Job Description: Regional Finance Manager

Reports to: Regional Finance Director – London Primaries
Location: West London (with travel to local schools)
Contract: FTC (12 months)
Pattern: Full Time (standard hours 9am – 5.30pm)
Salary: £38,000 to £45,000 (depending on experience)

About the role:

As Regional Finance Manager, your role is an integral part of the schools in the region, responsible for ensuring high standards of financial integrity. You will manage the monthly financial processes, ensuring compliance with the requirements of the Academies Financial Handbook, leading financial planning and partnering with the Principal and other senior staff to ensure effective strategic decision making.

As this is a maternity cover position, the role will develop over time, providing the opportunity to gain a thorough understanding of our systems and processes. During the first two months, you will undertake the responsibilities of a Finance Officer, supporting 3-4 schools. Following this period, you will transition into the full Finance Manager role, at which point the Finance Officer position will be backfilled.

This is a regional position to support Ark primary academies across London. This regional role will involve travel within West London where we have schools based in Ealing, Westminster, Hammersmith, Brent and Wandsworth. You will be based over 3-4 schools which you will visit periodically with the remainder of time at our central office in White City. Your schools may vary on an annual basis. You will work closely with the Finance Manager and will also work with the relevant Principal and Operations leads at the school(s) you are supporting.

Key Responsibilities- Finance Officer

- Working closely with the Finance Manager and Operations Leads to ensure the continuing financial stability of the school
- Placing orders, receiving goods, and maintaining a professional relationship with suppliers
- Ensuring accurate and timely processing of purchase invoices and other documents using SAGE Intaact accounting software, reconciling supplier statements, and preparing payment runs for authorisation
- Reconciling schools bank accounts, credit card statements and financial ledgers
- Receiving, recording and banking monies paid into the school, monitoring online school payment systems (Ipay) ensuring all monies outstanding are collected
- Assisting the Finance Manager with the preparation of month end and year end accounts
- Working with the Operations Leads to ensure goods and services are processed in compliance with current and relevant procurement legislation, ensuring best value is achieved
- Support the Finance Manager in driving forward change and initiatives which promote regularity, propriety, value for money and best standards
- Promote regional working across the London Primary Finance team by sharing best practice through regular communication and presentation and team meetings

Key Responsibilities – Finance Manager

- 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 monthly financial reports, analysis and updates for the Local Governing Body (LGB) and present at the meetings where required
- Prepare annual budget and reforecasts
- 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
- Maintain finance filing systems, ensuring that records are suitable for audit purposes
- Take responsibility for and line management of the school's finance support staff, including arranging appropriate training and development, conducting induction, probation and performance management reviews
- Support school and finance staff with purchase order and invoice processing as required
- Support the school Operations Lead to ensure goods and services are processed in compliance with current and relevant procurement legislation
- Partner with the Principal and other senior staff to ensure effective financial management, adherence to budget and strategic decision making
- Identify and pursue income generating activities
- Drive forward change and initiatives which promote regularity, propriety, value for money and best standards, and ensuring best practice is implemented across the region

Person Specification: Regional Finance Manager

Qualifications

- Experienced part-qualified accountant or fully qualified accountant (ACCA, CIMA or ACA)

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 Intaact (accounting system) and IMP (budgeting system) (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

- Strong organisational and time-management skills and the ability to delegate appropriately
- 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
- Able to work effectively and remain organised in a fast-paced, high-pressure environment
- Helpful, approachable and positive nature
- High standards and a keen eye for detail
- 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.