**Finance and Resources Assistant**

Ark John Keats Academy

**A rare opportunity to join an outstanding new school in north London.**

Ark John Keats is an all-through school in the London Borough of Enfield. Our intake is mixed and comprehensive in nature. We opened our doors to our first two Reception classes in September 2013 and our first cohort of year 7 pupils joined us in September 2014. The academy will reach full capacity in 2020 with just under two thousand pupils. The academy was judged to outstanding in all areas in our Ofsted inspection of April 2015.

We are looking to recruit a committed Finance and Resources Assistant to join our school. 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 school, and liaise with Primary and Secondary leaders and the Finance Manager to establish best practice. At the end of each day, you will support the busy school administration team in a pupil and parent facing role.

**The ideal candidate will:**

* have experience of financial procedures, cash handling and cash security
* have experience in a school or similar public sector environment or charity
* possess highly developed skills in spreadsheet and computerised accountancy software
* be part qualified AAT
* be committed to Ark’s ethos of high expectations
* have the resolve to make a real difference to the lives of pupils.

To apply please go to <https://goo.gl/9cdLT1>. The closing date for applications is **8am** on **Tuesday 24th April 2018.** For an informal, confidential discussion please contact the Finance Manager on a.laing@arkjohnkeatsacademy.org or 0208 443 3113.

**Closing date:** Tuesday 24th April 2018

**Interviews:** w/c 30th April

**Start date:** 4th June 2018, or as soon as possible after

**Salary:** £20,599 - £22,507 (Ark Support Band 5 (outer London), Point 19 – 22) Dependent on skills and experience

**Working pattern:** - 38 hours per week during term time:

(8:15am-5:00pm with a 4:15pm finish on Wednesdays)

- 30 hours per week for approx 5 weeks during school holidays: (8:00am-2:00pm)

- 8 weeks annual leave, to be taken during school holidays

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

**Job Description: Finance & Resources Assistant**

**Start date:** 4th June 2018, or as soon as possible after

**Reports to:** Finance Manager

**Salary:**  £20,599 - £22,507 (Ark Support Band 5 (outer London), Point 19 – 22) Dependent on skills and experience

**The Role**

* To assist the Finance Manager with the day to day financial management of academy, ensuring compliance with the requirements of the Academies Financial Handbook, and ensure high standards of financial probity and value for money for the academy.

**Key Responsibilities**

**Overall**

* To assist the Finance Manager, 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.

**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
* To take responsibility for the receipt, safekeeping and banking of all monies received by the academy
* To maintain 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

**Outstanding Payment Liaision**

* Make contact with outstanding payment balance holders weekly by telephone and post
* Agree and record approved payment plans
* Produce weekly outstanding balance report for the Finance Manager

**Purchasing and Contracts**

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

**Administration support**

* At the end of each day, you will support the busy school administration team in a pupil and parent facing role.

**Other**

* 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 Finance Manager, Principal or Operations Manager.

**Person Specification: Finance & Resources Assistant**

**Qualification Criteria**

* Right to work in the UK
* Part Qualified AAT (desirable)

**Experience**

* Experience of financial procedures, cash handling and cash security
* Experience in a school, similar public sector environment or charity (desirable)

**Personal Characteristics**

* 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.

**Specific Skills**

* Effective team worker with good ‘people skills’
* 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.

**Other**

* This post is subject to an enhanced criminal records disclosure (DBS).