



ARK International – Finance Officer

Organisation

ARK is an international charity whose purpose is to transform children's lives. ARK was founded in 2002 by a group of leaders in the alternative investment industry who decided to pool their skills and resources to improve the life chances of children.

ARK employs over 1,000 staff directly and through partners. ARK projects focus on health in Mozambique, Zambia and Zimbabwe, education in UK, US, Uganda and India and child protection in Eastern Europe.

Since 2002, ARK has delivered high social returns on the founders' philanthropic investment:

- More than 300,000 children have benefitted from ARK's programmes
- ARK has raised over £170m, making us on the UK's fastest-growing fundraising charities
- 100% of donations go directly to our programmes for children as our trustees and patrons ensure that central administrative costs are met

The central finance team remains small (4 staff), with a prime responsibility for the central charity and all overseas programmes, but excluding the UK education programme. We are looking for a highly flexible and pro-active individual who is willing to perform the routine tasks and capable of working on more challenging, ad-hoc assignments and analyses.

Application

For further information, please go to: www.arkonline.org

To apply for the role, please go to <https://application.arkschools.net/?r=2XHh9bnX> to upload your CV and covering letter. Applications should be received by no later than **9am on Wednesday 29th February**.

If you would like to discuss the role, please contact Nilus Rubanathan on 0203 116 0786 or nilus.rubanathan@arkonline.org. If you have any technical issues with the application form, please contact Holly Harris on 0203 116 0894 or holly.harris@arkonline.org.



Job Description: Finance Officer

Reports to: Chief Finance Officer (CFO)
Start date: 10th April 2012
Salary: £22,000 - £24,000 per annum (+ 10% pension contribution)
Contract: Full time, permanent
Location: Central London

The Role

To take responsibility for purchasing and payments for the central ARK charity, and assist with other financial tasks to ensure the efficient functioning of the finance team

Key Responsibilities

Purchase Ledger

- To process supplier invoices and employee expense claims on PS Financials (PSF) on a daily basis, ensuring all are coded and authorised accurately
- To prepare weekly payment batches for suppliers and employee expense claims
- To reconcile supplier accounts and follow up any queries
- To set up new suppliers on the system as required

Income Processing

- To undertake a review of items received by transfer direct to bank account and credit card donations
- To ensure all income is correctly coded with relevant back-up from Donor Relations
- To process income on a monthly basis using an MS Access database
- On a monthly basis, to reconcile income recorded on PSF to the Raiser's Edge database
- To bank cheques and submit charity vouchers for reimbursement

Banking – Sterling and/ or Multicurrency

- To initiate payments online as instructed
- To ensure all non-purchase ledger payments are recorded on PSF (bank charges, one-off suppliers)
- To take sole responsibility for the cash books of all accounts
- To undertake petty cash and corporate credit card reconciliations
- To prepare cash management reports on a weekly basis, detailing all account balances, term deposits and schedule of payments

Fixed Assets

- To set up new assets records
- To maintain a fixed asset register

Month End Tasks

- To process journals as requested, ensuring all back ups are compiled
- To liaise with finance personnel in other group companies to reconcile inter-company account balances
- To undertake monthly bank reconciliations on PSF of all accounts
- To allocate accruals, prepayments and shared costs for other UK groups
- To carry out maintenance of Grant Payment Schedule for programmes

Other

- To co-ordinate the legal and financial filing systems
- To assist in yearend tasks
- To prepare and submit Gift Aid claims every quarter
- To be the primary contact for suppliers and the bank

Person Specification: Finance Officer

Qualification Criteria

- Right to work in the UK
- Maths & English GCSE at Grade C or above
- Ideally be studying for the AAT or another recognised accountancy qualification

Knowledge and Experience

- Experience of using accounting software (PSF or similar), and good knowledge of MS Word and Excel
- Previous experience in an accounts department
- Experience of purchase ledger and accounts receivable procedures
- Ideally experience of financial procedures, cash handling and cash security

Specific Skills

- Excellent written and oral communication skills
- Excellent numerical and financial skills
- Highly competent computer skills, in particular using Word, Excel, Email and financial databases
- Ability to organise one's own tasks with minimum supervision
- Understands the importance of confidentiality and discretion

Personal Qualities

- Excellent attention to detail and capable of meeting strict deadlines
- Team player who is flexible and adapts well to change
- Ability to communicate effectively with non-financial staff and external suppliers
- Able to follow instructions accurately but make good judgments and lead when required
- Ability to remain calm and focused under pressure
- Highly skilled and adaptable 'people skills'
- Commitment to ARK's mission