

Management Accountant

Candidate briefing pack





Dear Candidate

Thank you for your interest in becoming our new Management Accountant at The Children's Trust.

The Children's Trust is the UK's leading charity for children with brain injury. We are unique, with an international reputation for the work we undertake to improve the lives of the children and families with whom we work.

We provide information and support to thousands of children with brain injury and their families annually, through education, care, therapy and research. We provide expertise and experience in meeting the needs of children and young people with acquired brain injury, neuro-disabilities and complex health needs.

As the Management Accountant, you will report to the Head of Financial Planning and Analysis. You will provide high quality support to the Head of Financial Planning and Analysis in the annual budget setting process, whilst being responsible for the monthly management accounts. You will be a natural and enthusiastic leader, able to support a high performing team.

This is a chance for an outstanding candidate to make a significant and lasting difference to the lives of thousands of children and families.

Kind regards

Harry Angus
Head of Financial Planning and Analysis



The Charity

The Children's Trust is the UK's leading charity for children with brain injury and neurodisability.

The charity provides rehabilitation, medical care, special education, community services and expert information.

Our key services are:

- Rehabilitation for children with Acquired Brain Injury (ABI)
- A non-maintained special school, with associated residential houses for children with complex education, health, therapy and care needs
- Online information and support via our Bumps Happen hub and publications.

Our residential services based at our national specialist centre in Tadworth, Surrey, work in partnership with the NHS and local authorities to provide a step-down pathway of care between hospital and home. The centre is entirely child and family focused to ensure that their needs are appropriately supported.

In the community, we provide clinical support to complement local services and give children and young people with ABI the best chance of succeeding at home and in school.

We are the only paediatric centre with a national specialised commissioning contract (through NHS England) to provide brain injury rehabilitation for children with severe brain injury. Our other services are funded through local health commissioners (such as clinical commissioning groups), social care and education authorities, together with the millions raised through voluntary fundraising.

Thanks to the generosity of The Children's Trust's supporters, our 24-acre Tadworth site features a modern hydrotherapy pool, accommodation for parents, specially adapted equipment, a nature trail and soft play areas.

We run a non-maintained special school for children with complex education, health, therapy and care needs with associated residential houses. The Children's Trust School supports children and young people from 2 - 19 years old and is dual-registered with the Care Quality Commission (the school residential houses) and Ofsted Education.

The Children's Trust is a charitable organisation with approximately 500 committed staff and over 1,000 volunteers with a range of expertise across nursing and care, education, therapy, retail, operations and centralised support functions such as finance, HR, fundraising and communications.





Description

Job Title	Management Accountant
Reports to	Head of Financial Planning & Analysis
Direct Reports	N/A
Level	Management
Location	Tadworth, Surrey
Salary	£48,607 per annum
Hours of Work	37.5hrs per week
Working Pattern	Monday to Friday - Support Staff core hours are between 08:00 – 18:00
Hybrid Working	Flexible but minimum 3 days per week at Tadworth, Surrey
DBS	Enhanced with Child Barred List

Job Purpose

The role of Management Accountant is to provide high quality support to the Head of Financial Planning and Analysis in the annual budget setting process, whilst being responsible for the monthly management accounts, including production, analysis, reporting and communication.

Duties and Responsibilities

- Maintain the full analysis, with all appropriate backup, of the current organisational budget: pay, non-pay, income and capital; ensuring that all documentation is fully backed up.
- Ensure complete transparency with budget holders of all components and assumptions inherent in the budget.
- As directed by the Head of Financial Planning and Analysis, input any agreed changes to the budgets, in full liaison with budget holders.
- For each annual budget, liaise with budget holders to agree monthly phasing assumptions. These will be fixed at the beginning of the financial year, unless authorised by the Head of Financial Planning and Analysis.



- Prepare and deliver accurate, timely management information and financial reports to support strategic decision-making and operational performance monitoring.
- On a monthly basis, prepare the management accounts for the organisation. For presentation to the Head of Financial Planning and Analysis, ensure arithmetic accuracy, full reconciliation to the general ledger, analysis of all material variances and identification of underlying trends.
- Once the management accounts have been approved, liaise with budget holders to effectively communicate their monthly results, and provide sound guidance and advice on effective budget management and forecasting of future spend.

Professionalism

- Takes action and raises concerns.
- Adhere to the policies and procedures of The Children's Trust.
- Maintain professional boundaries and professionalism at all times.
- Committed to demonstrating the organisations values and behaviours at all times.

Health and Safety

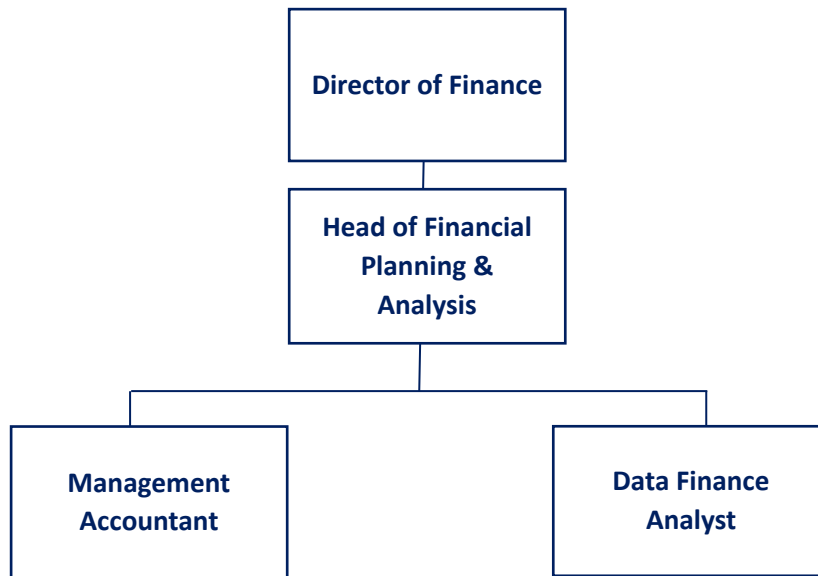
- Adheres to all Health and Safety guidelines, principles and regulations to perform your role and comply with The Children's Trust policies and procedures.
- Provide evidence of a valid NHS Covid Pass or acceptable proof of Covid vaccination or medical exemption and all vaccinations (or medical exemption) required for the post.
- Adhere to manual handling procedures and complete mandatory manual handling training.
- Promotes the health and safety of others.
- Uses the incident reporting and risk assessment system (IRAR), to identify and report risks and incidents/actions if directed.
- Responsible for identifying and mitigating risk within the work environment.

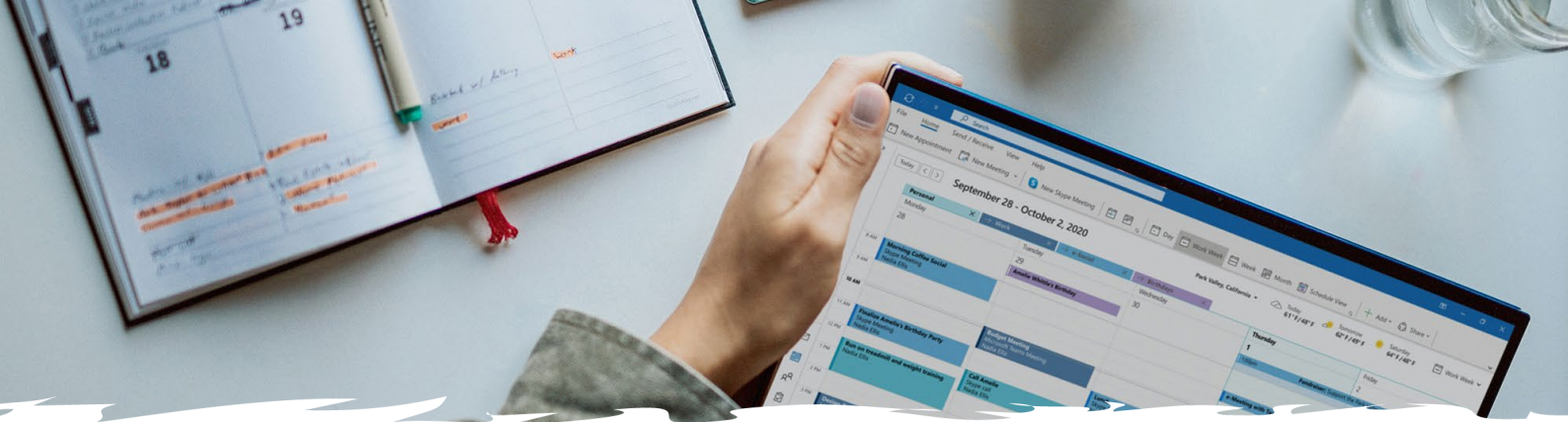
Wellbeing and Emotional Resilience

- Maintains a positive approach and outlook when dealing with change and overcoming challenges and problems.
- Recognises own limitations, develops realistic goals, and uses support network resource when or if necessary.
- Treats challenges and problems as a learning experience.
- Remains organised and focused when under pressure.
- Responds appropriately and effectively to all constructive feedback.
- Motivates self and other.



Organisation and Structure





Person Specification

Selection Criteria:		Essential / Desirable
Education & Qualifications	<ul style="list-style-type: none"> • CCAB qualified (in exceptional circumstances, qualification through experience will be accepted) • ACCA membership. 	Essential
Experience	<ul style="list-style-type: none"> • Experience of the budget setting process in other organisations, over at least two annual cycles, preferably in the healthcare sector • Familiarity with the Charities SORP • Experience of effective liaison with budget holders and/or stakeholders 	Essential
Skills & Abilities	<ul style="list-style-type: none"> • High expertise with Excel Spreadsheets • Strong writing and reporting skills • High level of analytic skills and highly numerate • Strong personal presentational skills • An ability to spot the underlying trends and to see the bigger picture of the strategic financial performance 	Desirable
Knowledge	<ul style="list-style-type: none"> • Knowledge of full reporting functionality of a general ledger reporting system: drill down, report writing, modelling, pivot tables. 	Essential
Personal Qualities	<ul style="list-style-type: none"> • Commitment to the vision and values of The Children's Trust. • Flexible and 'can do' attitude to competing commitments in workload. • Highly motivated and reliable. • Ability to cope working in a demanding environment. 	Essential Essential Essential Essential



Safeguarding

The Children's Trust is committed to safeguarding and promoting the welfare of children and young people. To achieve our commitment, we will ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our workforce.

The Children's Trust has policies on safer recruitment, the recruitment of ex-offenders and criminal record checks. Please refer to the People Team for further information. It is an offence to apply for a role in regulated activity with children and young people if the applicant is barred from engaging in regulated activity relevant to children and vulnerable adults.

Equity, Diversity & Inclusion

The Children's Trust is committed to achieving equity, diversity and inclusion (EDI) across all levels of the organisation. For further information, see: <https://www.thechildrenstrust.org.uk/about/statement-equity-diversity-inclusion>

To help us achieve our ambition to give children and young people with brain injury and neurodisability the opportunity to live the best life possible, we want to accurately reflect the UK's diverse population. We want equity, diversity and inclusion to be at the heart of everything we do, and our people, services and culture to reflect the diverse needs of all. Through our diversity and inclusion strategy, we have made a commitment to increase the diversity of our charity and create an inclusive

culture. We have networks across the organisation working to ensure that these aims are met - including an LGBTQIA2S+ group, Ethnic Diversity Group, and Spark – our broad EDI group. [Read more about our EDI work](#)

We welcome applications from all who share our ambition regardless of background. We will strive to ensure that any reasonable adjustments are made in respect of interview and working arrangements.

Our Promises

Our Promises capture our strengths and aspirations. They guide the way we act, interact and come together to achieve our goals. The journey we took to reach our Promises has been an important one. A highly collaborative and iterative process that has seen each word shaped by our people – our volunteers, employees, partners, trustees, and suppliers. Perhaps most importantly, at the core of this process are our children, young people, and their families. This journey has given us a critical opportunity to give children and young people a voice. As a result, our Promises have been genuinely enriched by them. That's because how we work and carry out our role is as important as what we do, and that's why as part of The Children's Trust, we all need to live by our five Promises.

