

Management Accountant

(Finance Manager)

Applicant information pack

Neighbourhood to national

Welcome

Thank you for your interest in the role of Management Accountant (Finance Manager) at the Fair Education Alliance.

We are proud to be a coalition of over 300 organisations united behind a simple but powerful belief: that no child's success should be limited by their socioeconomic background. We exist to shift the conditions that hold inequity in place - through collaboration across schools, colleges, higher education institutions, charities, youth organisations, researchers, funders and young people themselves.

Having just launched our ambitious five-year strategy and begun an exciting new chapter of growth, ensuring the financial foundations of FEA are strong, clear and well-managed has never been more important. We want our senior team to continue to be able to make confident, well-informed decisions - and that requires excellent management information, reliable financial processes and someone with the technical expertise to own them.

As our Management Accountant, you will be at the centre of that. You will bring your financial expertise to bear on our day-to-day operations, our management reporting and our compliance with funders. You will be part of a small, high-performing operations team that takes enormous pride in the quality of its work.

This is a genuinely important role for our organisation, and a wonderful opportunity to bring your skills to a mission that matters. If the prospect of making a real difference to the financial health of a growing social change movement excites you, I hope you will consider applying.

We would be delighted to welcome you to our movement.

Warm wishes,



Gina Ciceron
Chief Executive Officer
Fair Education Alliance



Who we are

The Fair Education Alliance (FEA) is a cross-sector coalition of 300 member organisations tackling educational inequity. We unite behind a shared vision: no child's success is limited by their socioeconomic background.

Our members work across different sectors, phases of education and regions of the country, supporting children and young people from cradle to career. Together, they provide direct support to millions of young people annually, across every local authority in England, as well as indirect support such as funding, training and campaigning.

We are working towards an inclusive education system which values skills and wellbeing alongside attainment and prepares all children and young people to thrive — whatever their background.

We align our work around five long-term Fair Education Impact Goals, focused on closing gaps in early development, attainment, wellbeing, essential skills, and progression to further education, employment and training.



“ Although we work in different areas within the system, we are all striving toward the same goal. However, if we stay in silos and don't collaborate with one another, all we can ever do is impact policies and practices without creating true transformative change around mental models. I see it as really important to collaborate and have a stronger voice together, so that we can actually change the system. ”

– Katie Bareham, CEO, Doorstop Library (FEA member)

Why join us now

From neighbourhood to national: Our 2025-30 strategy

Over the past decade, we've shown that real change happens when we work together and we've already demonstrated measurable impact at a national scale. Now we are embarking on an ambitious five-year strategy to confront the deep-rooted inequities facing children and young people. Grounded in a systems change approach, our work targets root causes, deepens collective impact, and embraces the complexity—and opportunity—of true transformation. At the heart of the Fair Education Alliance is the belief that lasting change comes from cross-sector collaboration, rooted in trusted relationships.

Our alliance drives impact through three core strands of work:

- **Collective Voice:** We amplify our impact by uniting behind a shared voice and creating platforms for young people to lead change. Drawing on insights from across our membership, we shape policy, shift national conversations, and challenge the assumptions that keep educational inequity in place.
- **Collective Action:** Through place-based and thematic collaborations, we bring together diverse organisations, sectors and experiences to collaborate and innovate. We work together to build trust, increase understanding, and develop joint solutions that tackle the root causes of educational inequity.
- **Collective Strength:** Strong, impactful and connected member organisations are the foundation of our Alliance and vital in improving outcomes with and for children and young people. We equip young people, staff and trustees to develop the leadership, connections and skills to collaborate and drive systems change.

Two golden threads weave through all our work:

- **Youth engagement:** We believe it is essential to involve and support the leadership of young people with lived experience of the barriers to education we are trying to dismantle. We work to shift power, enabling young people to co-lead the coalition, be heard by decision-makers, and develop skills to enact further positive change.
- **AI & technology:** Artificial intelligence will dramatically shift education and employment. We work to ensure that AI policies and practices support, rather than disadvantage, young people from low-income backgrounds. We also equip member organisations to harness technology to increase their impact and develop innovative approaches for our collective work.

A moment of organisational growth

The Fair Education Alliance has recently moved to a new single-CEO leadership model under Gina Cicerone, with a senior leadership team of five directors aligned to our five strategic directorates. As we scale our work and our team, we are investing in our operational foundations to ensure we remain well-governed, financially resilient and able to deliver on our strategy with confidence.

This role represents a significant investment in that infrastructure. You will be joining a small but highly capable operations team and playing a central role in how FEA manages and understands its finances as it grows. You will work closely with relevant members of the senior leadership team and colleagues across the organisation.

About the role

We welcome applications from a broad range of backgrounds and contexts.

Overview

Post	Management Accountant (Finance Manager)
Contract	Permanent (subject to probationary period)
Hours	Part-time: 3 days per week (0.6 FTE)
Compensation	£40,000–£44,000 FTE (pro-rated to approximately £24,000–£26,400 for 3 days per week). Comprehensive pension scheme (up to 6 % employer contribution), cash plan healthcare package, and professional development budget.
Location	Remote/Hybrid – anywhere in the UK. Travel to meetings in London and other key cities in England is required once a month. The successful candidate may also choose to be based in our head office in central London. After passing probation, up to four weeks ‘super remote’ working per year, where you can work anywhere in the world as long as you’re online for four hours of the UK work day.
Holidays	38 days per year, including our 3-day winter shut down and eight flexible bank holidays.
Start Date	As soon as possible (to be agreed with the successful candidate.)

Overall Purpose

The Management Accountant plays a central role in ensuring that the Fair Education Alliance’s finances are accurate, well-managed and clearly understood across the organisation.

Working as part of the operations team, the postholder maintains the financial systems and processes that underpin FEA’s work. This includes overseeing day-to-day finance operations, producing reliable management accounts, supporting budgeting and forecasting, and ensuring that financial records meet charity accounting and regulatory requirements.

The Management Accountant also acts as a trusted financial partner to colleagues across the organisation. By providing clear, accessible financial information and helping budget holders understand their resources, the role enables confident decision-making by the senior leadership team and trustees.

Through careful financial stewardship, strong attention to detail and a commitment to continuous improvement, the Management Accountant helps ensure that FEA remains financially resilient and able to deliver its mission to create a fairer education system.

What we’re asking of you

As Management Accountant, the key responsibilities are:

Finance Operations

- Own the day-to-day bookkeeping, payment runs and supplier management, working closely with our external accountants (Multiply) to maintain accurate, up-to-date financial records in Xero (accounting software).
- Coordinate monthly payroll, liaising with relevant team members on changes, starter and leaver information and HR updates.
- Manage financial reconciliations, ensuring all transactions are accurately recorded and queries are resolved promptly.

Financial Reporting & Analysis

- Prepare monthly management accounts, providing clear and timely financial information to budget holders and senior leadership, as well as our Finance, Audit and Risk Committee.
- Produce directorate-level budget reports, supporting directors in understanding and managing their budgets through the year.
- Support the re-forecasting process, producing first-draft variance analysis and commentary for review by the Director of Operations and Chief Operations Officer.

Funder Finance & Compliance

- Manage restricted fund tracking and reporting, ensuring income and expenditure is correctly coded by fund in Xero.
- Support the preparation of financial reports for funders, including Bloomberg Philanthropies and other grant holders.
- Prepare and post management journals in Xero relating to fund allocations, overhead recharges and other adjustments, in liaison with Multiply.

Audit & Statutory Compliance

- Support the annual audit process, including preparation of audit schedules, fieldwork support and responses to queries from our auditors (Godfrey Wilson).
- Maintain financial records and documentation in line with charity accounting and regulatory requirements.
- Support on statutory reporting and year-end accounts production as required.

Systems & Process Improvement

- Maintain and develop FEA’s use of Xero, including chart of accounts, reporting structure and management journals.
- Develop and document finance processes, templates and checklists to support organisational efficiency and continuity across the team.



About you

We are looking for someone who brings most of the following:

You will have experience of:

- Working in a finance, management accounting or bookkeeping role, ideally in a charity, social sector or small/medium-sized organisation.
- Preparing management accounts and financial reports for non-finance audiences.
- Managing or maintaining accounting software, with Xero experience strongly preferred.
- Supporting audit processes and preparing audit schedules or documentation.
- Restricted fund accounting or grant-related financial reporting (desirable, not essential).

You will have these skills and attributes:

- Strong numerical accuracy and attention to detail, with the ability to identify and resolve discrepancies.
- Clear written and verbal communication, including the ability to translate financial data into accessible insights for non-finance colleagues.
- Well-organised and self-directed, with the ability to manage recurring responsibilities and monthly deadlines reliably within a part-time, predominantly remote working pattern.
- A collaborative and approachable style, with the ability to build confident working relationships with colleagues, funders and external advisers.
- Proficiency in Microsoft Excel and accounting software, particularly Xero.

You will have knowledge of:

- Double-entry bookkeeping and management accounting principles.
- CIMA, ACCA or equivalent professional qualification (part-qualified welcome) - or qualified by experience will be considered.
- Charity accounting and the Charities SORP (desirable, not essential).

You will have these mindsets and values:

- Commitment to FEA's mission and a genuine belief in educational equity.
- A pride in accuracy, reliability and high standards of financial stewardship.
- Openness to feedback and a desire to improve systems and processes continuously over time.
- Comfortable working remotely and independently, with a proactive approach to communication and a willingness to flag issues early.

How to apply

Please submit a CV and short cover note that answers the following three questions (250 words each maximum). Your responses to these questions will be assessed without reference to your personal details or CV.

Question 1: Tell us about a finance or management accounting role you have held. What were your core responsibilities, and what accounting software or systems did you use day-to-day?

Question 2: Describe a time when you identified an error, discrepancy or process issue in financial records or reporting. What did you find, how did you address it, and what did you put in place to prevent it recurring?

Question 3: This role involves producing financial reports and management information for non-finance colleagues. How do you approach making financial data clear and accessible to people without a finance background?

Submission: Please submit your application to recruitment@faireducation.org.uk with the email subject title 'Management Accountant application'.

Please also complete our [Equal Opportunities Monitoring Form](#) (see back cover for further details)

Key dates

If you are shortlisted, the interview process will consist of two rounds. For the first round, you'll be invited to an online interview, with a task to prepare beforehand. For the final round you will be asked to prepare a presentation in advance which will be followed by an in-depth interview discussion.

Applications will be reviewed on a rolling basis from Tuesday 10 March

- **Applications close:** 30 March (9am)
- **First round interviews:** Rolling during application window
- **Second round interviews:** Rolling during application window
- **Start date:** As soon as possible (to be agreed with the successful candidate)

We are happy to consider any reasonable adjustments that candidates may need during the recruitment process. If you require adjustments for any part of the process, please let us know when you submit your application.

If you have any questions about the role, you can email recruitment@faireducation.org.uk



Equal Opportunities

The Fair Education Alliance is committed to its equality and diversity policy. We want to do all we can to prevent discrimination in any form. We ask all candidates to complete the [Equal Opportunities Monitoring Form](#). Completion is optional. Any responses you give will assist us in our commitment to equality, diversity and inclusion in the workplace. Your responses will be kept strictly confidential and will not be used in any decisions affecting you.

Safeguarding

The Fair Education Alliance is committed to safeguarding all the children and young people we work and interact with. We take this responsibility seriously, with the focus being on their safety and welfare. It is likely all our employees will have some interaction with children and young people we work with, whether at an event or through our youth engagement work and therefore all offers of employment are conditional on referencing and a Basic Disclosure and Barring Service (DBS) check and all employees are required to take part in regular safeguarding training. For more information, please refer to our [Safeguarding Policy](#).

The offer of employment will be conditional on a Basic DBS Check. You are required to declare any criminal convictions ahead of this DBS Check.

Use of AI in applications

We recognise that artificial intelligence (AI) such as ChatGPT can be useful for applicants, for example to shorten an initial draft. We therefore do allow the use of AI in applications; however, we would caution applicants not to rely too much on AI in drafting answers to application questions. We want to hear your authentic voice, and we will be looking for answers that use examples and experiences that are specific to you. You are more likely to be able to produce that kind of content yourself than AI. Please note that we may use software to support reviewers to identify AI-generated content.

Right to Work in the United Kingdom:

All offers of employment are conditional on the successful candidate demonstrating their right to work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. We will ask you to provide original documentation confirming your right to work as part of the pre-employment checks process. We are unable to sponsor visa applications for this role.