

YOUR NEW ROLE AT THE TRUST



START SOMETHING

JOB TITLE:	Treasury Accountant	PAY BAND:
FUNCTION:	Financial Accounting	Support Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
THE TEAM:	The Financial Accounting function are responsible for the management of transactional finance and leading on production of The Trust's statutory accounts and regulatory reporting. This includes the management of sales ledger and purchase ledger and treasury functions and overseeing The Trust's purchase-to-pay processes.	
















WHERE YOU WILL FIT

CEO	Chief Finance Officer	Financial Controller	Head of Financial Operations	Treasury Accountant
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HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

The role of the Treasury Accountant is to ensure the effective management of the Trust's cash and investments and timely and accurate maintenance of the ledger. The role is expected to ensure that the treasury reconciliations are updated on a regular basis, manage the issue and governance of cash and procurement cards and assist the Head of Financial Operations in the stewardship of our cash and investment balances.

WHAT WILL YOU DO?

-  You will manage, monitor and report on the Trust's financial instruments (bank and investment)
-  You will be the point of contact for internal stakeholders and the Banking institutions to manage transfers, investment movement, credit facilities, account structures and queries.
-  You will be maintaining and making recommendations on the bank mandates and bank user access framework
-  You will work closely with our finance governance team to manage fraud and monetary risk and controls
-  You will be responsible for entering treasury transactions journals to our ledgers
-  You will be responsible for monthly reconciliations for treasury codes on the balance sheet, with the timely resolutions of any issues – with any risks managed or escalated appropriately
-  You will be responsible for month end management of the treasury with month end reports delivered within the specified timeline
-  You will provide working capital management and analysis, supporting senior stakeholders to plan for the cash requirements of the Trust and maximise the return on our funds
-  You will produce meaningful cashflow reports and forecasts for a range of stakeholders including our Trustees
-  You will work closely with our Transactions Manager to manage the payment process financial controls.
-  You will manage our cash processes and controls including staff training (non-finance and finance) to manage the control culture around cash handling and management
-  You will manage the financial integrity, financial controls and accuracy of the Grant Awarding Portal records and reconciliations. You will support our PT subsidiaries for banking related queries
-  You will work with internal and external auditors where required and Ad Hoc duties commensurate with the role where required.
-  You will be responsible for reviewing and the continuous development of the treasury management processes
-  Responsible for actively contributing to an equitable, diverse and inclusive workplace.



**START
SOMETHING**

THE SKILLS YOU'LL BRING

All of the roles at The Trust are key to our success and there are certain skills we need to be successful. And while we will shortlist the most qualified people for the role, we ask everyone for a supporting statement. If you think you could do the role, but don't have all the desirable experience, we would still love to see an application from you.

WE REALLY NEED YOU TO HAVE THESE

Skills & Knowledge	Why do we need this?
Qualified Accountant, part qualified or QBE	Having sound technical accounting knowledge is essential to the success of our treasury function
A confident communicator	You will be producing information for finance and non-finance users, and stakeholders across the Trust
Ability to negotiate and influence and challenge behaviours	We work with a wide range of stakeholders. Creating positive behaviours is key to success.
High level of attention to detail and accuracy	The more efficiently the Trust's funds are governed the harder the funds can work to finance the Trust's programmes to Young People
Experience	Why do we need this?
Experience within a treasury and accounting department with experience of cashflow and liquidity reporting and forecasting	To ensure the Trust has sufficient reserves to carry out its programmes
Experience of working with banks and the management of bank accounts	To effectively manage the Trust's banking relationships
Experience of making payment runs and working with Purchase Ledger and Procurement Teams	You will help ensure that payments run are done on time and reviewed appropriately.
Working capital management and analysis	To ensure we actively manage the Trust's business strategy so that the Trust operates efficiently.
Managing accounting ledger transactions – including journal creation, bank reconciliations and maintenance of cashbook ledgers	To maintain complete and accurate records.

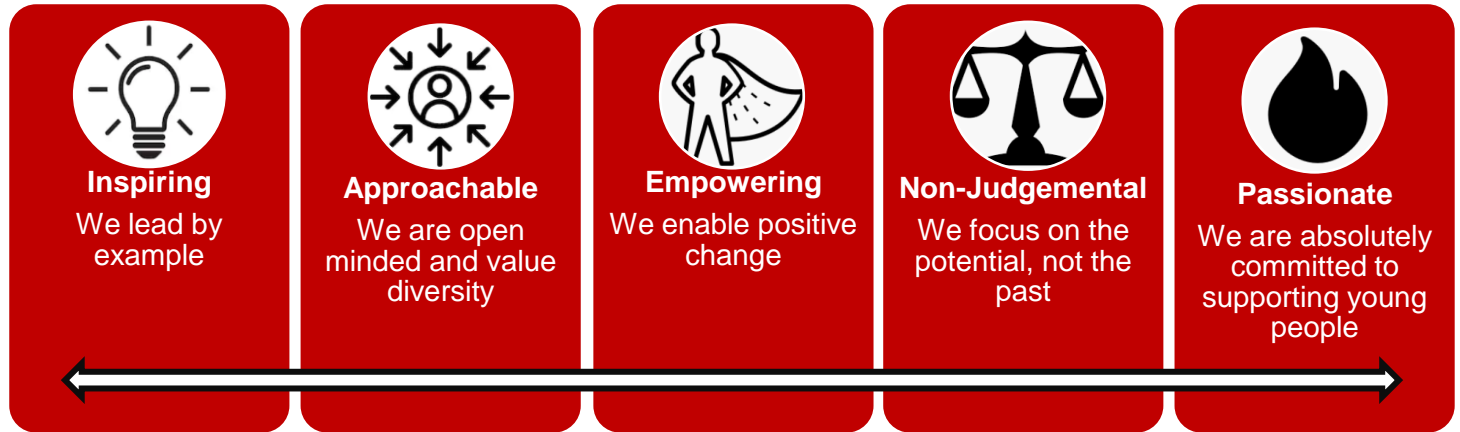
WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Experience in a charitable organisation and understanding of the relevant regulatory environment	Being aware of the complexities of the charity sector will help build positive relationships with internal stakeholders to ensure that we are able to support as many Young People as possible.
Exposure to the records and maintenance of an investment portfolio	We have an investment portfolio which significantly supports our reserves strategy
Experience of using SunSystems or similar ERP systems	We use SunSystems to manage our work
Skills & Knowledge	Why do we need this?
Able to challenge the status quo and seek improvement to systems, reports, information and data	We are confident, open and friendly communicators who are continuously seek the best from our people and systems.
Great organisational skills and the ability to prioritise	This is standalone role supporting a variety of stakeholders with varying demands and requirements
Advanced MS Excel skills	Excel is used widely for producing the reports

WHAT DO WE EXPECT FROM YOU?

OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.



Here at The Prince's Trust, we're committed to equality, diversity and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective. Our goal is to create an environment where everyone, from any background, can be themselves and do the best work of their lives.

We're a Stonewall Diversity Champion and we are Disability Confident employer. Our staff, volunteers and young people are supported by PT CAN (our Cultural Awareness Network), PT GEN (Gender Equality Network), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQIA+ Network). For more information, [click here](#).

OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works in at a specialist/managerial level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
<p>You inspire others through passion for what we do</p> <p>You keep young people and our end goal in mind</p> <p>You build trust in others through reliability and holding self-accountable for success</p> <p>Resilient in the face of challenges, not taking constructive criticism personally</p> <p>You're authentic and bring unique talents to work, encouraging others to do the same</p> <p>You role model integrity and act according to our Values</p>	<p>You champion change initiatives and help others see the benefits and opportunities</p> <p>You take an entrepreneurial approach to improving how we do things</p> <p>You seek opportunities to enhance own development and build expertise</p> <p>You role model a positive and constructive approach to giving & receiving feedback</p> <p>You support others in adapting to change</p>	<p>You're approachable, clear and assertive</p> <p>You cascade important and relevant information to others clearly and swiftly</p> <p>You treat people as individuals, tailoring communication and influencing style accordingly</p> <p>You communicate difficult messages and challenge others' thinking effectively</p> <p>You listen to and empathises with others to understand the root of situations before responding</p>	<p>You role model effective and mutually supportive teamwork with colleagues</p> <p>You manage the expectations of others, gaining buy-in where required</p> <p>You share knowledge and information</p> <p>You build and invest in relationships across The Trust</p> <p>You use awareness of how your own team fits within the wider organisation to find solutions</p>	<p>You translate The Trust's long-term vision and strategy into actionable plans & targets</p> <p>You take responsibility for making and implementing logical, data-based decisions</p> <p>You're flexible and responsive as priorities and requirements change</p> <p>You seek solutions and solve problems, empowering others to do the same</p>

THE WELFARE OF OUR YOUNG PEOPLE

The Prince's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment we undertake basic disclosure checks in accordance with the Codes of Practice for all roles within the Trust, and for our roles working directly with young people, at an enhanced level. Having a criminal record will not automatically exclude applicants.