

YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Assistant Management Accountant	PAY BAND:
FUNCTION:	Finance & Performance	Support Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
THE TEAM:	The Financial Reporting & Analysis Team is responsible for providing high-quality reporting and management information for internal and external stakeholders. The Team strives to provide key analysis and insights to budget holders and senior leaders to inform decision-making and optimise financial performance	











WHERE YOU WILL FIT

CEO	Head of Financial Performance & Analysis	Performance & Analysis Accountant	Assistant Management Accountant
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HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

Your role supports the provision of financial performance information to support senior leaders and key decision makers to effectively manage the financial resources of the Trust to support Young People and fulfil our charitable objectives.

WHAT WILL YOU DO?

-  Manage the month-end close activities ensuring compliance with agreed timetables to ensure timely reporting to senior management.
-  Accurate monthly management accounting including calculation of accruals, prepayments, and provisions.
-  Review and post month-end journals prepared by Finance Business Partners.
-  Assist in the production of accurate consolidated monthly flash and final results for the Trust.
-  Support the collation of meaningful commentary highlighting deviations from financial target, impact analysis, and actions required to recover financial position.
-  Support the provision of regular and ad-hoc reports for internal stakeholders to drive financial performance and decision-making.
-  Continuous review of the Financial Reporting Pack to suggest improvements to enhance the transparency of financial performance.
-  Work with the Finance Business Partnering team to review and improve departmental reports to support budgetary management and influence key decision-making.
-  Provide information and supporting evidence required for external audit.
-  Responsible for actively contributing to an equitable, diverse, and inclusive workplace.

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/Part-qualified accountant or QBE with at least 3 years of experience working in a busy finance department.	We need a specialist with a proven track record of dealing with similar responsibilities in a comparable environment.
Sound knowledge and understanding of accounting principles and practices, including the Charities SORP and UK GAAP.	To ensure compliance with recommended accounting practices and act as a knowledge resource across the Trust.
Excellent people skills with a demonstrable ability to influence key decision-makers.	We need to ensure that our reporting is informing decision-making.
Proficient user of Microsoft Office, in particular Excel and PowerPoint.	We use Microsoft Office extensively for our management information and reporting.
Ability to communicate and present financial information to senior leaders and non-finance colleagues.	To ensure that management information is communicated to and understood by key stakeholders.
Experience	Why do we need this?
Experience in managing month-end processes including consolidation and reporting financial performance.	You will manage the month-end close and support the production of management information.
Experience in calculating and preparing month-end journals including accruals, prepayment, deferred and accruals.	You will be responsible for the accuracy of monthly postings to the ledger.
Experience in producing management information including variance analysis and high-quality commentary.	To analyse and provide insight into financial performance.






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.	Awareness of the complexities of the charity sector which impact on our management information and reporting.
Experience in using SUN accounting system and Adaptive Planning system.	These are the finance systems that we use at the Trust.
Skills & Knowledge	Why do we need this?
Ability to challenge the status quo, review and improve systems, reports, information, and data.	To ensure we continue to develop our reporting sophistication and capabilities.

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.

 <p>Inspiring We lead by example</p>	 <p>Approachable We are open minded and value diversity</p>	 <p>Empowering We enable positive change</p>	 <p>Non-Judgemental We focus on the potential, not the past</p>	 <p>Passionate We are absolutely committed to supporting young people</p>
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Here at The King'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 KT CAN (our Cultural Awareness Network), KT GEN (Gender Equality Network), KT 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 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 a passion for what we do You keep young people and our end goal in mind You build trust in others through reliability and holding self-accountable for success Resilient in the face of challenges, not taking constructive criticism personally You're authentic and bring unique talents to work, encouraging others to do the same You role model integrity and act according to our Values</p>	<p>You champion change initiatives and help others see the benefits and opportunities You take an entrepreneurial approach to improving how we do things You seek opportunities to enhance your own development and build expertise You role model a positive and constructive approach to giving & receiving feedback You support others in adapting to change</p>	<p>You're approachable, clear, and assertive You cascade important and relevant information to others clearly and swiftly You treat people as individuals, tailoring communication and influencing style accordingly You communicate difficult messages and challenge others' thinking effectively You listen to and empathise with others to understand the root of situations before responding</p>	<p>You role model effective and mutually supportive teamwork with colleagues You manage the expectations of others, gaining buy-in where required You share knowledge and information You build and invest in relationships across The Trust 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 You take responsibility for making and implementing logical, data-based decisions You're flexible and responsive as priorities and requirements change You seek solutions and solve problems, empowering others to do the same</p>

THE WELFARE OF OUR YOUNG PEOPLE

The King'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 per 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.