



YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Financial Performance & Analysis Accountant	PAY BAND:	
FUNCTION:	Finance, Planning & Analysis		
THE TEAM:	The Financial Performance & Analysis Team are responsible for the provision of high quality reporting and management information for internal and external stakeholders. The Team strive to provide key analysis and insights to budget holders and senior leaders to inform decision making and optimise financial performance.	Support Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team	

WHERE YOU WILL FIT

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CEO	Financial Controller	Head of Financial Performance & Analysis	Financial Performance & Analysis Accountant	Assistant Management Accountant

HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

The role of Financial Reporting & Analysis Accountant supports senior leaders and key decision makers to effectively manage the Trust ensuring we are financial viable and make best use of our resources to support Young People and fulfil our charitable objectives effectively.

WHAT WILL YOU DO?

- Responsible for the day-to-day management of the financial performance & analysis for the Trust and its subsidiaries.
- Line management including coaching, mentoring and upskilling where appropriate.
- Oversee the month end close activities and production of high quality, accurate and timely management accounts pack and associated reports and KPIs.
- Oversee the collations of meaningful commentary including highlighting deviations from financial target. Impact analysis and actions required to recover financial position.
- Provision of regular and ad-hoc reports for internal stakeholders to drive financial performance and decision making.
- Support the financial planning process including provision of reports, review of budget holder submissions, analysis of risks and opportunities to optimise financial performance.
- Manage the interface between the finance system and reporting systems to ensure accurate and consistent reporting
- Continuously review and enhance reporting capabilities and streamline processes.
- Provide information and supporting evident required for external audit.







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 with experience in a comparable role	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, 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 demonstrable ability to influence key decision makers	We need to ensure that our reporting is informing decision making
Proficient user of Microsoft Office suite, in particular Excel and PowerPoint.	We use Microsoft Office extensively for our management information and reporting
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Experience	Why do we need this?
Management of month end processes including consolidating and reporting financial performance	You will be responsible for the month end close and production of management information
Management of month end processes including consolidating	You will be responsible for the month end close
Management of month end processes including consolidating and reporting financial performance Producing complex budgets and forecasts including	You will be responsible for the month end close and production of management information You will support the framework for the planning

WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	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	
Skills & Knowledge	Why do we need this?	
Experience in a charitable organisation with an understanding of the relevant regulatory environment	Awareness of the complexities of the charity sector which impact on our management information and reporting	
Project management	For the continuous development of our reporting processes and capabilities and to support wider Trust projects	
Previously worked with SUN accounting system and Adaptives Planning system	These are the finance systems that we use at the Trust	

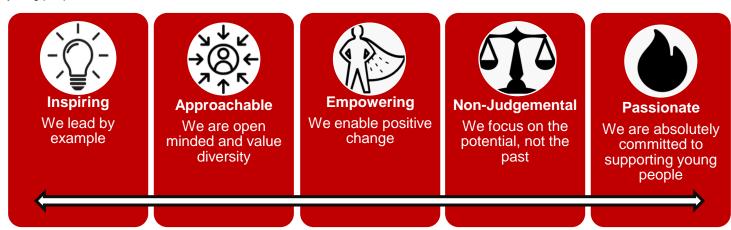
WHAT DO WE EXPECT FROM YOU?





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

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.