



**START
SOMETHING**

YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Financial Performance & Analysis Accountant	PAY BAND:
FUNCTION:	Finance, Planning & Analysis	Support Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
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.	










WHERE YOU WILL FIT

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



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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 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
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
Producing complex budgets and forecasts including identification of risk and opportunities	You will support the framework for the planning (budgeting & forecasting) process
Ability to communicate and present financial information to senior leaders and non-finance colleagues	To ensure that the management information is communicated to and understood by key stakeholders
Manage a team using mentoring and coaching techniques to enhance personnel development	You will be a line manager

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?



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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 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 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 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 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.