

JOB DESCRIPTION

Trust Management Accountant

The Special Partnership Trust: An ambitious, inspirational partnership of outstanding learning.

Job Title:	Trust Management Accountant
Salary/Range:	£55,000 - £60,000 per annum dependent upon experience and qualifications
Hours:	Full Time, Permanent: 37 hours, 52 weeks
Base:	Special Partnership Trust Offices (based at Pencalenick School) with travel across Trust schools and settings as required (pool car available)
Responsible to:	Business Development Manager
Direct Supervisory Responsibility for:	TBC
Important Functional Relationships: Internal/External	Internal: Headteachers, LGBs, Trustees, school-based staff, team members. External: ESFA, RG, LA, charities, providers, parents, carers, health, DfE, Auditors, contractors, service providers, bank.

Main Purpose of Job:

- To support the Business Development Manager and wider finance team in delivering effective financial management, reporting and control across the Special Partnership Trust.
- The postholder will lead on management accounting, budget monitoring, forecasting, financial analysis, balance sheet control, budget modelling and reporting activities. They will also support the development of efficient financial systems and processes, ensuring compliance with the Academy Trust Handbook, Trust policies, statutory requirements and best value principles.
- The role will work collaboratively with school leaders, budget holders and shared services teams to provide reliable financial information that supports operational and strategic decision-making.

Main Duties and Responsibilities:

Financial management and reporting

- Support monthly, quarterly and year-end financial processes, ensuring the integrity of financial records and timely reporting.
- Prepare monthly management accounts, financial reports and variance analysis for budget holders and Trust leaders.
- Produce detailed financial forecasts and cash flow projections.
- Prepare and post journals including accruals, prepayments, payroll adjustments and recharges.
- Monitor budgets and investigate variances, providing meaningful analysis and recommendations.
- Support the preparation of management reports for Trustees, Committees and Trust leaders.
- Assist in the preparation of annual statutory accounts and financial returns.

Budgeting and financial planning

- Support the annual budget-setting process across Trust schools and services.
- Assist with the development of medium and longer-term financial plans.
- Provide financial modelling and scenario planning to support strategic projects and service developments.
- Work with school leaders and budget holders to strengthen financial planning and accountability.
- Support periodic budget reforecasts throughout the financial year.

Financial control and compliance

- Prepare and review reconciliations, including bank accounts, payroll, debtors, creditors and other control accounts.
- Ensure discrepancies are identified and resolved promptly.
- Support cash management and activities across the Trust.
- Assist in preparation of VAT returns and other statutory submissions.
- Ensure compliance with Trust Financial Regulations, Academy Trust Handbook requirements and financial policies.
- Support implementation of recommendations arising from internal scrutiny and external audit reviews.
- Promote effective financial controls and risk management arrangements.

Finance operations

- Support the day-to-day operation of the finance function.
- Work closely with finance colleagues to ensure the accuracy and timeliness of financial transactions.
- Provide support during key financial periods including month-end, year-end and budget setting.
- Promote consistency and compliance with financial procedures across all Trust settings.
- Assist with the development and improvement of finance systems, processes and reporting tools.

Fixed assets, audit and systems

- Assist with the maintenance of the Trust's fixed asset register.
- Ensure additions, disposals and depreciation are recorded accurately.
- Support the preparation of audit working papers and schedules.
- Respond to audit queries in a timely and professional manner.
- Contribute to finance-related projects, digital transformation and continuous improvement initiatives.

Leadership, communication and relationship management

- Develop strong professional relationships with school leaders, budget holders, colleagues and Trustees.
- Provide financial guidance and support to non-finance staff.
- Present financial information clearly and effectively to a range of stakeholders.
- Promote a culture of accountability, transparency and continuous improvement.

Trust Description/Overview:

We are a specialist educational trust on a journey to raise the bar and set new standards for Special Educational Needs (SEN) throughout the Southwest.

The Trust was founded in 2016 and is now made up of ten schools and ARBs. Unlike other trusts, we are purely made up of SEN schools and ARBs. This puts us in a unique position to do things differently.

We realised early on in our journey that there wasn't a one-size-fits-all approach. So, we developed a philosophy that places our young people front and centre. Every decision we take is based on meeting the needs of our young people and helping them succeed, and when we say 'succeed' we don't just mean academically.

When you work with us, you'll be joining a specialist educational trust on a journey to raise the bar and set new standards for Special Educational Needs (SEN) throughout the UK.

We are not afraid to do things differently and we never settle for ordinary. We aspire to be the best in everything that we do. We provide our young people with the highest quality education, give them access to the best

opportunities available to them, and take pride in giving them a sense of self-worth and purpose - built on a foundation of resilience and independence.

Through collaboration, co-operation, and creativity - underpinned by an ethos built on inclusivity, empowerment, and transparency - we aim to inspire every single young person (as well as their families and our staff) to be the very best versions of themselves they possibly can. We do this through an ambitious, specialist curriculum that goes beyond school life and focuses on living as well as learning.

We step outside the comfort zone when it's needed, we care more than people think is needed or necessary, and we genuinely want to improve the lives and experiences of our learners. We dare to be different; we have courage in our convictions, and we strive every single day to draw the best out of everything and everyone in our community.

We are...

Ambitious. We believe in setting new standards and consistently raising them through the quality of our work and approach.

Aspirational. We dream big and are brave enough to act on our aspirations. Invested. We care. It's easy to say but, for us, it flows through every part of the Trust. We're invested in improving the lives of our young people both now and into the future.

Purposeful. We don't do things for the sake of doing them. We're driven by our purpose and committed to turning our vision into a reality.

Genuine. Honesty, transparency, and authenticity are what all our work is built on.

Inclusive. Every single voice matters. Everyone can have ideas, express views, and be heard.

Energetic. We make SEN exciting. We're the go-getters and the trend-setters. We're not bound by convention and infuse our energy and passion through everything we do.

Specialist. We are a specialist trust and this gives us a unique and unprecedented insight into the needs of our young people and their families.

Person Specification:			
	Essential	Desirable	Recruiting method
Education and Training	Qualified Accountant, with a recognised professional qualification (ACCA, CIMA, ACA, CIPFA or equivalent). GCSE English and Mathematics (Grade C/4 or above) or equivalent.	Degree or equivalent professional qualification. Full membership of a recognised accounting body.	Application Form
Skills and Experience	Significant experience working within a finance environment. Experience preparing management accounts and financial reports.	Experience within an academy trust, education, public sector or not-for-profit organisation.	Application Form, Interview

	Experience of budget monitoring, forecasting and financial analysis. Experience of balance sheet reconciliations and month-end processes. Experience supporting financial controls and audit requirements. Experience working with financial systems (e.g. PSF) and Excel.	Experience of Academy Trust Handbook requirements and ESFA reporting. Experience supporting multi-site or complex organisations. Experience of financial modelling and strategic financial planning.	
Specialist Knowledge	Sound understanding of management accounting principles. Knowledge of accruals, prepayments, journals and balance sheet reconciliations. Understanding of budgetary control and financial monitoring. Knowledge of financial controls and risk management. Understanding of confidentiality and data protection requirements.	Knowledge of academy trust finance regulations. Understanding of VAT within the education sector. Knowledge of school funding arrangements and SEND funding frameworks.	Application Form, Interview
Skills and Abilities	Excellent analytical and problem-solving skills. Strong numerical accuracy and attention to detail. Advanced Microsoft Excel skills. Ability to interpret and communicate financial information clearly. Strong organisational and time-management skills. Ability to manage competing priorities and meet deadlines. Effective communicator, relationship-building and stakeholder-management skills. Ability to work independently and as part of a team. Strong written and verbal communication skills.	Experience of finance system implementation or development. Ability to deliver finance training or guidance to non-finance colleagues.	Application Form, Interview
Behaviours and Values	Integrity, honesty and professionalism. Commitment to the values and ethos of the Special Partnership Trust. A collaborative and supportive approach. Resilience and adaptability. A proactive and solution-focused mindset. Commitment to continuous professional development. High levels of confidentiality and discretion. A commitment to improving outcomes for children and young people with SEND		Application Form, Interview

Special Conditions related to the post

- Driving Licence and Willingness to travel between Trust sites as required

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.

How to apply:	Applications must be submitted via MyNewTerm, please visit: Special Partnership Trust - Vacancies to view the vacancy and complete the online application form. Please note that we do not accept CVs.
Contact details:	HR can be contacted at recruitment@specialpartnership.org or by phoning 01872613115. Address: Special Partnership Trust, C/o Pencalenick School, St Clement, Truro, TR1 1TE
Closing date:	Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.

Our Trust is committed to providing employee benefits that motivate and reward our employees.

Our benefits include:

- A competitive salary
- You will be eligible to join the local government pension scheme/Teachers pension scheme
- Extra Special Rewards Portal, providing staff with discounts, special offers and cash back opportunities
- Employee Assistance Programme providing a support network, advice and guidance 24/7
- Simply Health Optimise Health Plan – helping staff claim money back towards the cost of healthcare treatments and providing access to counselling services/health checks and wellbeing tools via an App
- Occupational Health support and access to Thrive, (NHS approved mental wellbeing app)
- Cycle to Work scheme
- Long Service Awards
- Family friendly policies/Flexible working
- Continued professional development support and apprenticeship opportunities.

To find out further information please visit the Trust/Schools website at www.specialpartnership.org

