

Person Specification

Trust Management Accountant

Qualifications & Experience	Essential	Desirable
Fully qualified accountant (ACCA, CIMA, ACA or CIPFA)	✓	
Practical experience managing sector-specific statutory returns such as the AAR.		✓
Background in managing corporate or public sector investments and cash placement is highly desirable.		✓
Proven experience in processing and consolidating monthly management accounts for multi-layered organisation.	✓	
Experience managing robust cashflow forecasting and central bank reconciliations.		✓
Experience preparing financial data and files for year-end external audits.		✓
Experience dealing with VAT partial exemption calculations		✓
Skills and Knowledge	Essential	Desirable
Advanced proficiency in Excel (pivot tables, complex formulae, data manipulation) and modern financial accounting software.	✓	
Clear verbal and written communication skills to deliver financial guidance to Executive Stakeholders.	✓	
Strong technical accounting knowledge of balance sheets, trial balances, and internal control frameworks.	✓	
Understanding of procurement principles and achieving Value for Money (VfM)		✓
Strong organisational skills with the ability to manage competing statutory deadlines under minimal supervision.	✓	
Personal	Essential	Desirable
Good organisational skills	✓	
Ability to manage time effectively	✓	
Demonstrate ability to resolve routine problems independently	✓	
Basic understanding of Health & Safety	✓	
Understand and implement child protection procedures	✓	
Understand procedures and legislations relating to confidentiality	✓	

• Be prepared to develop and learn in the role		
• Commitment to the safeguarding of children and following relevant policies	✓	
• Awareness of and commitment to equality	✓	
• High expectations of self and others	✓	
• Ability to prioritise time effectively and work to deadlines	✓	
• Able to work well individually and within a team	✓	
• Self-motivated and able to work on initiative	✓	
• Approachable and flexible	✓	