

# YOUR NEW ROLE AT THE TRUST

<b>JOB TITLE:</b>	Financial & Funding Accountant	<b>PAY BAND:</b>
<b>FUNCTION:</b>	Finance & Performance	Support Delivering <b>Specialist/Managerial</b> Technical Lead/Function Head Senior Leadership Team
<b>THE TEAM:</b>	The Financial Accounting function is responsible for the management of transactional finance and leading on production of The Trust's statutory accounts and regulatory reporting. This includes the management of the sales ledger purchase ledger and treasury functions and overseeing The Trust's purchase-to-pay processes.	












## WHERE YOU WILL FIT

CEO	CFO	Financial Controller	Head of Financial Performance & Accounting	<b>Financial Accountant</b>
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## HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

This role plays a vital part in ensuring the Trust's funding and financial resources are effectively managed and aligned to support our programmes for young people. By maintaining strong financial governance and enabling robust forecasting, the Financial & Funding Accountant helps ensure the Trust can sustainably invest in high-impact initiatives that support young people into education, employability, and enterprise.

## WHAT WILL YOU DO?

-  Manage and lead the financial accounting team to ensure effective delivery of core financial processes.
-  Maintain the integrity of the general ledger, reviewing journals, reconciliations, and control processes.
-  Own the balance sheet, ensuring timely and accurate reconciliations and analysis.
-  Prepare entity-level and consolidated statutory accounts in line with FRS 102 and Charity SORP
-  Lead on all aspects of external audit preparation and support, managing requests from external auditors.
-  Lead the preparation and submission of relevant regulatory returns (e.g. HMRC, Charity Commission, Companies House).
-  Oversee the accounting and governance of charitable funds, ensuring accurate records and compliance with restrictions.
-  Track and report on restricted, unrestricted, and designated funds, ensuring proper accounting treatment.
-  Partner with the Funding Management Team to plan, evaluate, and execute drawdowns from restricted and designated funds.
-  Ensure appropriate financial controls are in place and operating effectively, including delegated authority and audit trails.
-  Actively contribute to an equitable, diverse, and inclusive workplace, aligned with Trust values.

## 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?
A recognised accounting qualification or working towards one	Shows technical knowledge and commitment to professional development, supporting high-quality financial reporting
Strong understanding of restricted and unrestricted fund accounting	Critical for accurate tracking, reporting, and use of funds in accordance with donor requirements
Ability to manage complex funding streams and grant conditions	Enables the candidate to maintain oversight of multiple income sources, meet reporting obligations, and avoid clawbacks or funding loss
A good understanding of year-end accounts and audit file documentation	Essential for supporting smooth external audits and ensuring accurate statutory reporting and financial transparency
Experience	Why do we need this?
Experience in charity financial reporting and compliance	Ensures the candidate understands the specific regulatory framework, such as SORP reporting standards, reducing risk of non-compliance
Excellent communication skills and the ability to explain financial information to non-finance colleagues.	Facilitates effective data analysis, reporting and building strong relationships
Advanced Excel skills and experience with finance systems (eg. SUN, Adaptives)	Facilitates effective data analysis, reconciliation, and reporting.
Experience working in the charity or not-for-profit sector	Brings familiarity with fund accounting, donor restrictions, and sector-specific compliance requirements, reducing onboarding time.
Ability to build effective working relationships across finance and non-finance teams	Enhances collaboration, improving budgeting accuracy and the flow of financial information across departments

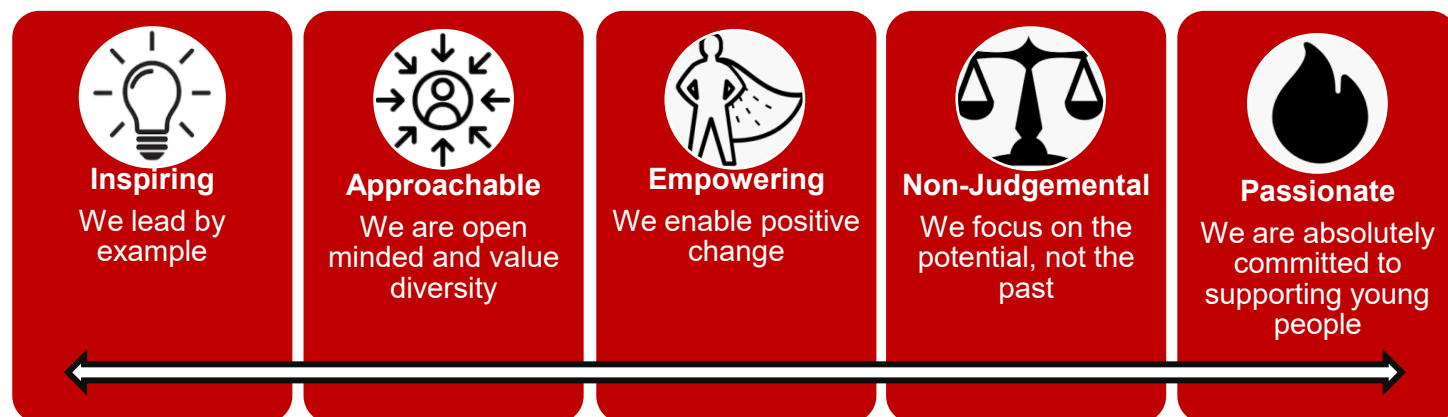
### WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Experience working in the charity or not-for-profit sector	Brings familiarity with fund accounting, donor restrictions, and sector-specific compliance requirements, reducing onboarding time
Skills & Knowledge	Why do we need this?
Advanced Excel skills and experience with finance systems (eg. SUN, Adaptives)	Facilitates effective data analysis, reconciliation, and reporting.
The ability to challenge the status quo and seek improvement to systems, reports, information, and data.	To ensure we continue to develop our financial accounting sophistication & 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.



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</p> <p>You keep young people and our end goal in mind</p> <p>You build trust in others through reliability and holding self-accountable for success</p> <p>Resilient in the face of challenges, not taking constructive criticism personally</p> <p>You're authentic and bring unique talents to work, encouraging others to do the same</p> <p>You role model integrity and act according to our Values</p>	<p>You champion change initiatives and help others see the benefits and opportunities</p> <p>You take an entrepreneurial approach to improving how we do things</p> <p>You seek opportunities to enhance your own development and build expertise</p> <p>You role model a positive and constructive approach to giving &amp; receiving feedback</p> <p>You support others in adapting to change</p>	<p>You're approachable, clear, and assertive</p> <p>You cascade important and relevant information to others clearly and swiftly</p> <p>You treat people as individuals, tailoring communication and influencing style accordingly</p> <p>You communicate difficult messages and challenge others' thinking effectively</p> <p>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</p> <p>You manage the expectations of others, gaining buy-in where required</p> <p>You share knowledge and information</p> <p>You build and invest in relationships across The Trust</p> <p>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 &amp; targets</p> <p>You take responsibility for making and implementing logical, data-based decisions</p> <p>You're flexible and responsive as priorities and requirements change</p> <p>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.