



# Recruitment Pack

**Management  
Accountant**

**Up to £40k +  
benefits**

**May 2024**

# Welcome

Thank you for your interest in joining our team! We're thrilled that you've discovered us and are eager to share more about this exciting role.

SAAF Education is a market-leading provider of business support services in the education sector. Our services include finance consultancy, payroll, HR, supply & recruitment, and internal scrutiny support. We're a key strategic partner to over 600 schools, academies, and trusts.

Our mission is clear: to alleviate the burden on school business leaders by providing tailored support that supports them every step of the way. By streamlining processes, we empower educational leaders to focus on educational excellence and pupil care.

But we're not content to simply maintain the status quo. Continuously adapting, learning, and attentively responding to the needs of our clients, we've become the preferred choice for many institutions - and our ambition is to be the ultimate choice for all.

Central to our success is our belief that people are the cornerstone of our vision. We understand that success can be achieved with the support of an exceptional team.

## Why SAAF?

At SAAF, we're dedicated to sharing our expertise with schools, academies, and trusts. To do this, we require a strong and talented team. We've shaped an open, positive, and collaborative culture which will allow you to flourish and develop.

[Read more about us](#)

## Our Values



**Customer-  
centric**



**Act  
ethically**



**Proactive**



**Trailblazers**

# Management Accountant JD

## Role Overview

SAAF Education, a leading provider of educational services, is expanding our London based team and is seeking a skilled Management Accountant to join our growing team. With a commitment to delivering excellence in financial management, we are dedicated to supporting educational institutions in the region and enhancing educational outcomes for students.

## Key Responsibilities

- Build professional working relationships with SAAF clients
- Support multiple clients with their day-to-day financial management (both remote and onsite)
- Support clients with budget setting, planning and monitoring
- Prepare, analyse and present financial reports at client stakeholder meetings in a jargon free manner
- Support the completion of month end closedown including accruals, prepayments, balance sheet reconciliations and VAT returns
- Prepare and post journals including for monthly payroll
- Complete monthly bank reconciliations
- Complete monthly wages reconciliations
- Review income and expenditure to ensure all transactions are coded correctly
- Prepare full monthly management accounts including budget reforecasts
- Support with the preparation of year end schedules for audit requirements
- Support the development and delivery of financial management training
- Provide bespoke financial management guidance and advice
- Stay updated on relevant financial regulations and best practices
- Support clients with ad hoc queries

## Person Specification

- Proven experience in accounting, systems, processes, and controls
- Part or fully Qualified to CIMA/ACCA/ACA level or other appropriate accountancy qualification
- Proficient in Excel, word, outlook, and other MS Office platforms
- Experience in using multiple finance software packages
- Knowledge of the Education Sector (desirable)

# Management Accountant JD

- Analytical thinking and strong attention to detail
- Excellent communication skills, both written and verbal
- Confident to challenge others and be challenged
- Strong organisational skills
- Thrive under pressure and be self-motivated
- Forward thinking and flexible

## Requirements

- Work in accordance with our policies and champion our vision and values, maintaining SAAF's reputation
- Invest time in your own development; attend training, undertake personal research and identify opportunities for your continued personal development
- Undertake all reasonable requests in line with your position
- Work to the highest professional standards of commercial and social responsibility
- Be committed to SAAF's corporate ethics, vision and values

## Benefits

- Flexible and hybrid working arrangements.
- 24 days of annual leave plus bank holidays, rising to 30 based on length of service.
- Electric Car Salary Sacrifice Scheme.
- Professional development opportunities.
- Employee Assistance Programme - providing mental health & wellbeing support.
- Director's discretionary bonus.