



Recruitment Pack

**Senior Management
Accountant**

**£47k - £55k
+ benefits**

September 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

Senior Management Accountant JD

Role Overview

SAAF Education, a leading provider of educational services, is seeking a skilled Senior Management Accountant to join our growing team in London. 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 and oversee professional working relationships with SAAF clients and other external stakeholders
- Support clients with their day-to-day financial management (both remote and onsite)
- Manage a team of finance professionals supporting multiple clients
- Allocate and review client work prepared by the SAAF team
- Work with clients to help them achieve their strategic financial management objectives
- Support clients with budget setting, planning, and monitoring
- Prepare, analyse, and present financial reports at client stakeholder meetings in jargon free language
- Oversee and support the completion of month end closedowns including accruals, prepayments, balance sheet reconciliations, and VAT returns
- Prepare and post journals including for monthly payroll
- Prepare full monthly management accounts including budget reforecasts
- Lead with the preparation of year end schedules for client audit requirements
- Develop and deliver financial management training to both clients and the internal team
- Provide bespoke financial management guidance and advice
- Stay updated on relevant financial regulations and share best practice
- Support clients and team with ad-hoc queries
- Work with the wider SAAF SLT to improve financial systems and processes

Senior Management Accountant JD

Person Specification

- Experience of managing a team of finance professionals
- Proven experience in accounting, systems, processes, and controls
- Qualified to CIMA/ACCA/ACA level accountancy qualification or significant demonstrable experience working in a senior financial management support position
- Proficient in Excel, Word, Outlook, and other MS Office platforms
- Experience in using multiple finance software packages
- Knowledge of the education sector (desirable)
- Analytical thinking and strong attention to detail
- Excellent communication skills, both written and verbal
- Confident to challenge others and be challenged
- Strong organisational skills

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/hybrid working arrangements
- 24 days annual leave, rising to 30 based on length of service plus bank holidays
- Electric car scheme
- Employee assistance programme – providing mental health & wellbeing support
- Funded continued professional development
- Discretionary bonus