



TRUST MANAGEMENT ACCOUNTANT

RECRUITMENT PACK

37 hours per week | 52 weeks per year
£43,386 - £49,619 (pending April 2026 pay award)

Closing Date: 4th September 2026

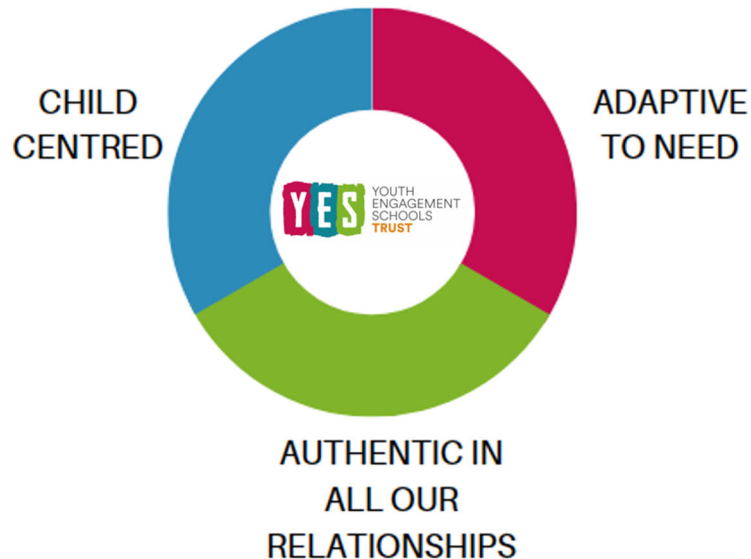
32 days annual leave (+ public holidays)
Employee Perkbox account
Local Government Pension Scheme
Flexible and mobile working available
Access to car salary sacrifice scheme
Additional long-term service benefits

Youth Engagement Schools Trust
Office 4b, Second Floor
Riverside Mill
Congleton
CW12 1DY

CHILD CENTRED | ADAPTIVE TO NEED | AUTHENTIC RELATIONSHIPS

OUR CORE VALUES

To be successful, you need to demonstrate our core values. We are:



How to Apply

1. Visit our recruitment site and apply online here:
<https://theyestrust.org/vacancies/>
2. For any issues or questions about the application process, or to arrange a meeting/discussion about the role, please contact us at:
admin@theyestrust.org

Time Line for Assessment and Selection Process	
Advertising window opens:	11th August 2026
Closing date for applications:	4th September 2026 (12 noon) – or sooner if an appointment is made
Opportunity for informal discussions with Director of Business:	By appointment
Interviews:	Interviews will be throughout the recruitment window, when availability allows
Hired From:	Nov 2026, or as soon as possible

We reserve the right to close this vacancy early should we receive sufficient applications. Therefore, if you are interested, we encourage you to submit your application as early as possible.

Dear Applicant

Thank you for your interest in our Trust Management Accountant vacancy.

The YES Trust is looking for a highly motivated, committed and forward-thinking individual to join the central Trust Team, following the promotion of the existing post holder. The successful candidate will work with an experienced, highly motivated central finance team including the CFO and Financial Controller, leading the finance and accountancy functions of the Trust. This is an exceptional opportunity to join growing and ambitious Trust, whose aim is to transform the lives of some of the most vulnerable pupils in the country.

This role will be challenging and extremely rewarding for the right person, who will have a key role across finance within the organisation. Work will be varied and will cover all areas of Academy trust finance including transaction processing, financial reporting, reviewing and updating school budgets, strategic financial planning, producing statutory returns, involvement with annual audit processes, carrying out period end processes, and many more.

This role may suit an experienced finance officer or management accountant looking to make the next step in their career, or someone with excellent private sector financial skills and knowledge looking to move in to a career in the education sector. With the planned growth of the Trust, there is also further scope for progression with this role for the right candidate.

Reporting directly to the Financial Controller, you will lead on the provision of high level strategic and operational financial services across the Trust, including supporting Office Managers and headteachers in our schools. You will also lead on the finance aspects of transfers of new academies and the associated due diligence process that growth will require.

If you feel that the YES Trust may be the right place for you, I hope you will consider applying for the post. I will be more than happy to have an informal conversation if you have any further questions please do not hesitate to get in touch.

I look forward to hearing from you.

Yours sincerely

Chris Heptinstall
CFO

Trust Management Accountant Job Description

Salary Band – £43,386 - £49,619

Holiday Entitlement – 32 Days plus statutory bank holidays

Flexible and mobile working hours available, but candidate expected to be able to travel to Trust Office and all Trust schools.

Reports to: Financial Controller

Purpose of the Role:

To oversee and develop the financial management of the Trust and its Academies. Duties will be varied and will anything from basic processing tasks, to strategic financial planning with senior and executive leaders.

Main responsibilities will include, but not be limited to:

- To advise on adaptations and have deep understanding of all Trust Financial Policies, and support Headteachers, Office Managers and admin staff with their implementation
- Processing of purchase invoices, sales invoices, credit card receipts and statements, BACS payments, producing and reconciling financial reports including bank reconciliations, debtors and creditors reports, balance sheets and various other financial procedures
- To work with, train and support academy admin teams, including Office Managers, in their roles and ensure finance functions are being carried out consistently and to a high standard in all settings
- To assist in overseeing the Trust's budgeting system and ensure executive and senior leaders have accurate and readily available financial information at their disposal at all times
- To lead on aspects of financial reporting, taking in to account the requirements of the Academy Trust Handbook, Academies Accounts Direction and other rules and regulations relating to Academy Finance
- To support leaders and school office staff with all aspects of budget planning, financial reporting and procurement
- To help administer the Trust's monthly payroll, working alongside the Trust's existing payroll provider, HR Manager and Director of Business
- Posting journals to adjust spend, internally re-charge for goods and services, capitalise items, and other agreed adjustments
- To keep the Trust's Asset Register up to date and provide calculations for depreciation and Net Book Value of Trust assets
- To assist in completing and developing month and year end processes, including posting adjusting journals, accruals, prepayments, bank reconciliations, balance sheet and TB reconciliations, etc.
- To think strategically about all aspects of finance across the Trust and advise the ELT and Trustees on financial matters and their impact on the Trust
- To work closely with auditors for both internal and external audit requirements, and assist the Director of Business and Financial Controller with the production of the annual, audited accounts

- To provide reports to Executive leaders and the Trust Board on Financial Key Performance Indicators
- To assist the Financial Controller, Director of Business, Headteachers and Office Managers with the annual budget planning process
- To promote effective financial management throughout the Trust, that strikes the right balance of efficiency and compliance/fraud prevention.
- To undertake regular reviews of Trust financial policies and procedures and ensure that these are synergised throughout the Trust and submit to the Trustees for formal approval.

General

- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the Trust.
- To attend meetings within the Trust, at its academies and external events as required.
- To share expertise and skills with others.
- To participate in training and other learning activities and performance development as required.
- To recognise own strengths and areas of expertise and use these to advise and support colleagues.
- To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Other duties commensurate with the grade of the post as directed by the Director of Business or Financial Controller.
- To ensure strict confidentiality in all areas of work.
- To work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the relevant Designated Safeguarding Officer immediately. Additional Information
- The post holder will work across the Trust and spend time at each of the schools, when required.
- To undertake any such duties commensurate with the post as directed by the FC / CFO / Executive Team.

Trust Management Accountant YES Trust

Accountable to: Financial Controller

PERSON SPECIFICATION

Criteria	Essential	Desirable	Evidence
Qualifications/ Education	- A financial qualification or degree in related discipline or currently studying towards (Consideration will be given to candidates with demonstrable experience: e.g. preparing financial statements, effective working capital management, business case / options appraisal, knowledge of VAT). - CIPFA Certificate in Finance Reporting for Academies (or equivalent) 1 x A Level (or equivalent) and 5 x A*-C GCSE or equivalent to include English and Mathematics - Evidence of continuing professional development	- Experience of working in an education setting, - MA or Equivalent Qualification - AAT Level 5+, CIMA, ACAA or ACA qualification, or currently studying towards - SBM Qualification - Specialist / Bespoke Educational Finance CPD - CIPFA Cert FRA - CIPFA Level 5 in School Finance Reporting	Application/Interview/ Certificate
Experience	- Good working knowledge of double entry bookkeeping - Financial reporting including producing monthly management accounts for various stakeholders, including consolidated accounts and budget/actuals reporting to different levels of an organization - Using financial accounting software for processing, reporting and analysing financial data - Preparing period and year-end adjustments for accounts - Preparing journals and calculations for depreciation and fixed asset NBV's	- Experience of working with Access Finance and Budgets software - Knowledge of law with regard to financial management in academies - Experience of working in a standalone finance role, with responsibility for both strategic direction and day-to-day operations	Application/ Interview/ References

	- Establishing and updating finance policies, procedures and processes in line with the wider organisational strategy - Handling complex financial information and ability to analyse and articulate to non-finance staff (Headteachers for example) - Minimum 2 years' experience in senior financial role - Significant experience of implementing and monitoring financial procedures – managing budgets, period/year end procedures, fixed assets and depreciation, etc - Knowledge of the legislative requirements of Academies, in particular the Academy Trust Handbook, Academy Accounts Direction, Charities SORP, Companies House requirements, etc - Dealing with VAT including producing VAT returns to HMRC	- Implementing and promoting use of a new finance system - Demonstrable experience of delivering training to staff on finance related matters/systems - Ability to interpret legal and statutory requirements	
Professional /Personal Skills	Proven ability to: - Show versatility to be able to 'flex' between high-level strategic direction and ground-level financial operational tasks - Present excellent written and verbal communication skills, with the ability to adapt messages to suit the audience being addressed - Be an effective influencer - Show a high level of IT competency - Be highly numerate, with the ability to interpret financial data - Inspire others with confidence and knowledge - Communicate effectively to groups and individuals, orally and in writing - Resolve conflict through active listening and negotiation	- Evidence of coaching and/or mentoring - Able to effectively resolve personnel issues - Training and understanding of child protection	Application/ Interview/ References

	• Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, children and other professionals • Demonstrate a flexible approach and a willingness to listen to others • Good organisational skills • Remain calm when working under pressure. • Ability to show patience and empathy • Protect sensitive data and work with data protection standards and GDPR.		
Personal Qualities	• Commitment to the Trust's ethos, aims and its whole community • Commitment to the highest standards of child protection and safeguarding • Excellent interpersonal and communication skills • Prepared to challenge constructively, and be solutions-focused with regard to current and historical working practices • Emotionally intelligent, confident and decisive • High level of professionalism and integrity, with the ability to maintain confidences • Discipline and resilience to complete tasks often without support or supervision • Ability to form positive working relationships with staff at all levels throughout the trust central team, schools, and with the wider community • Willingness to update knowledge of financial best practice and employment or other relevant legislation		• Application/ Interview/ References

Criteria	Essential	Desirable	Evidence
Other Requirements	• Positive recommendation from present employer • Satisfactory attendance record		• Letter • Reference

The successful candidate would be expected to maintain a well-organised, creative, safe and friendly environment for living and learning and hence enhance the ethos of the Trust. Candidates are asked to address as many of the person specifications as possible in their application