



Recruitment Pack

**Management
Accountant
£35-£40K
+ benefits**

August 2025

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 1,000 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

Role Overview

SAAF Education is a key strategic partner to a vast array of schools and academies, and due to the continued demand for our services, we are expanding our team. We are looking for a talented team player who can communicate effectively at all levels and support schools and academies with their operational finance needs, including month-end, budget setting and management accounts reporting.

The ability to drive is a prerequisite for the role, as travel to clients, mainly around London, Buckinghamshire, Devon, Kent, Essex and the M25 area. There may also be the requirement for overnight stay for further afield clients. Although we are looking for someone with the right qualifications, we are interested in hearing from passionate people with the right attitude and experience, alongside a flexible and solution-focused proactive mindset.

Key Responsibilities

- Responsible for the effective and efficient delivery of financial services to a specified client base within the education sector, ranging from transactional to strategic responsibilities by way of on-site support and remote off-site support
- Support the Senior Team in reviewing systems and processes and offering solutions to further improve working practices
- Successfully cultivate and manage continuing relationships with clients and stakeholders
- Take a proactive approach to productivity and meeting deadlines to ensure high levels of client satisfaction and quality standards
- Support other team members with queries and offer resolution
- Model the values, ethos and generic leadership and management expectations as set out in this document
- Willing to travel at least 3 times a week when required to visit clients

Skills

- Excellent customer relationship management knowledge
- Ability to work under pressure and meet deadlines
- Has the ability to self-manage and be a self-starter
- Attention to detail and excellent analytical skills

Management Accountant

- Strong accountancy background and understanding
- Innovative, problem solving, influencing, questioning and listening skills
- Managing difficult conversations and de-escalation skills
- Ability to explain financial data using non-financial jargon
- Strong team player
- Time management and organisation skills
- Strong IT abilities including finance software
- Excellent written skills
- Hard-working
- Inquisitive self-developer who is willing to learn, adapt and implement new ways of working
- Professional and positive attitude

Qualifications and Experience

- Level 2 or equivalent in Maths and English
- AAT Qualified
- CIMA / ACCA part qualified or qualified by experience
- 4+ years of proven experience working in the finance area
- Ability to use accounting software e.g. PS Financials / Civica / Sage / FMS
- Experience in a customer-focused role
- Experience of month/year end Trial Balance preparation
- Ability to explain financial data using non-financial jargon
- Hold a clean driving license

Person Specification

- Able to drive and have access to a vehicle
- Strong interpersonal skills
- Proactive
- Remain calm under pressure and ability to handle challenging/sensitive issues
- Confident
- Self-motivated
- Strong team player

Management Accountant

Benefits

- Between £35k-40k pa, depending on experience
- Permanent contract
- Hybrid working arrangements
- Flexi-time
- 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
- Discretionary bonus