



# **Recruitment Pack**

**Trainee Management  
Accountant  
£23–£26K  
+ benefits**

**July 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**

# Trainee Management Accountant

## Role Overview

SAAF Education is offering an exciting 12-month trainee programme designed to train and develop a future Management Accountant. You'll follow a structured monthly development plan, gaining skills and responsibilities in core financial processes. By the end of the programme, you will be qualified to work independently as a Management Accountant within the business.

## Key Responsibilities

- Follow a month-by-month training plan covering key finance areas such as:
  - Bank reconciliations
  - Budget setting and monitoring
  - Monthly management accounts preparation
  - Payroll analysis
  - VAT returns
  - Year-end processes and audit preparation
- Work alongside experienced team members to assist in client delivery
- Prepare financial documents and reports with attention to accuracy and deadlines
- Gain proficiency in accounting software and tools used by the team
- Progressively take on more complex tasks as your training advances
- Participate in team meetings and contribute to continuous improvement

Once training has been completed, you will then be in a position to support schools and academies with financial reporting and decision-making, and build client relationships and attend on-site or virtual meetings.

## Qualifications and Experience

- Part-qualified AAT or similar accounting body, or graduate in finance/accounting-related field
- GCSE or equivalent in Maths and English at a minimum grade 5 or above
- Strong analytical and numerical skills
- Excel skills are welcomed but not essential as training will be provided
- Excellent attention to detail
- Clear communicator, both written and verbal
- Strong organisational skills and time management
- Eagerness to learn and adapt

# Trainee Management Accountant

## Person Specification

- Able to work well in a team and independently
- Remain calm under pressure and have the ability to handle challenging or sensitive issues
- Confident
- Strong team player
- Self-motivated
- Proactive
- Eager to learn, grow, and take ownership of your development
- Passionate about a long-term career in finance
- Organised, driven, and ready to contribute to a growing team

## Benefits

- Between £23k-26k pa, depending on experience
- 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