



# Recruitment information pack

## **Management Accountant**

May 2025

# Welcome

Thank you for your interest in applying to the School for Social Entrepreneurs. We have put together some information below which we hope will help you understand the organisation and the role. For more information please visit [www.the-sse.org](http://www.the-sse.org)

## About the School for Social Entrepreneurs

We can't fix issues like poverty, climate change and ill-health alone. That's why the School for Social Entrepreneurs exists. SSE helps 1,000 people a year develop the skills, strengths and networks they need to tackle society's biggest problems. It runs courses that equip people to start, scale and strengthen organisations that make a positive difference. But it is not a traditional school. Learning with SSE is inspiring, action-based and accessible. SSE supports people in other ways too, such as funding and mentoring. Lord Michael Young founded SSE as a charity in 1997, and it's grown to a network of teams working across the UK, we also have a school in India. Together, SSE is changing lives and transforming communities.

Following completion of a UK-wide five-year learning programme in 12 UK locations with the support of Lloyds Banking Group and Big Lottery Fund, and a national learning programme for community businesses in partnership with Power to Change. SSE is ready to move onto its next stage of development and programmatic activity. We hold a broad range of strategic partnerships with corporates such as PwC, Linklaters, RSA Group and others as well as funding partnerships with trusts and foundations including Lloyds Bank Foundation. We also generate earned income through selling places on our short courses and workshops.

SSE is a vibrant organisation; we work entrepreneurially and are committed to providing quality learning opportunities for social entrepreneurs, community businesses and social sector leaders. Working here is engaging, exciting and demanding. If you are someone who enjoys creating solutions and contributing your ideas, you'll enjoy how we work.

### Firstly, our commitment to inclusion

Diversity is a fact of life. Inclusion is a choice and a practice - for organisations and individuals. At the School for Social Entrepreneurs, our aim is to drive inclusion into every area and activity of what we do: from access to programmes, to grant investment, to board, staff and partnerships.

However you identify, we would like to hear from you. In our commitment to continue to diversify our teams, freelance staff and programmes, we are particularly keen to hear from those who identify as: being from black, Asian and minority ethnic (BAME) backgrounds; LGBTQ+; and those with disabilities.

If you require any reasonable adjustments during our recruitment processes, including assistance with reading this page or documents linked to below, please contact [recruitment@sse.org.uk](mailto:recruitment@sse.org.uk)

# Benefits of working at SSE



## Key benefits:

- 25 days' annual leave (pro-rata) + UK bank holidays
- Incremental leave increases based on tenure after 3 years of continuous service
- 5% employer contribution to your pension



## Learning & development:

- Attend SSE courses & learning sessions for free
- Group learning opportunities (e.g. productivity training, learning about inclusion)
- Annual development plans to set personal and professional goals



## Wellbeing & health:

- All staff have access to My Healthy Advantage, an employee wellbeing app
- Opportunities to train in First Aid and Mental Health First Aid
- Wellbeing initiatives hosted by our Wellbeing Committee
- Free eyecare vouchers



## Inclusion & connection:

- Certified Disability Confident Employer
- Committed to the EW Inclusive Cultures Pledge
- Our Diversity, Equity & Inclusion Plan 2021-24 commits us to creating an inclusive culture
- Regular online socials & weekly catch-ups
- Team away days twice a year



## Flexible working & travel:

- Flexible working is welcomed!
- Teams based around the UK (as well as in India & Canada)
- Cycle to work scheme
- Annual season ticket loan



## Get involved with the issues you care about:

We have a range of staff groups and committees that you might be interested in joining, including:

- Climate Action Working Group
- Diversity, Equity & Inclusion Group
- Wellbeing Committee

# About the role

## Purpose

The primary objective of this role is to assist the Head of Finance in executing various accounting functions and ensuring the accuracy of financial transactions, reconciliations & production of statutory and other reports.

This position plays a crucial role in supporting the initiatives of the organisation while facilitating the seamless execution of its diverse programmes and grant-related operations.

It requires a comprehensive understanding of core accounting principles, a dedication to precision and efficiency and strategic financial management.

## Job description

### Key responsibilities

#### Financial Process & Reporting

- Support with producing monthly departmental management accounts and budget vs actual reports
- Support year-end financial reporting and audit
- Maintain and update the chart of accounts in accordance with approved procedures.
- Perform monthly reconciliation of Balance Sheet control accounts.
- Support the Head of Finance in producing budgets and timely and accurate monthly management accounts.
- Support the Head of Finance in the production of detailed financial statements, including balance sheets reconciliations, cash flow statements, and income statements.
- Performing account reconciliations and journal entries.
- Provide support cashflow analysis and bank reconciliations
- Monitor accounts to ensure timely receipt of payments from funders and other clients within the SSE Group.
- Handle transaction recording for subsidiaries (eg LLP) and conduct monthly intercompany reconciliations.

#### Compliance Support

- Adherence to relevant charity accounting standards and regulations
- Adhere to internal controls to ensure accuracy and compliance.
- Adhere to internal controls to safeguard assets and prevent fraud.
- Support providing information to auditors.
- Maintain accurate financial records and proper documentation of transactions

#### Process Improvement

- Identifying and implement process improvements to streamline accounting operations.
- Automate tasks where possible using accounting software.

## **Key relationships**

- Report directly to the Head of Finance.
- Collaborate closely with fellow members of the finance team
- Maintain close communication with various stakeholders, primarily within the finance team
- Coordinate with transactional processing team members to ensure accuracy of financial data.

## **Person specification**

### **Essential**

- Fully qualified accountant (CIMA, CPA, ACCA)
- Min 3 years working in a similar role.
- Min 3 years of charity sector experience.
- Excellent budgeting and forecasting skills
- Proven experience in financial reporting and analysis
- Ability to work independently and take initiative with minimum supervision.
- Strong organisational skills with a keen attention to detail.
- Excellent numeracy and advanced Microsoft Excel skills.
- Exceptional written and verbal communication skills.
- Ability to work under pressure and meet deadlines.
- Excellent interpersonal skills for dealing with individuals at all levels.
- Well organised, efficient and accurate.
- Able to maintain confidentiality and deal with sensitive information.
- Articulate with good verbal and written communication skills - ability to work with and support non-financial officers and managers.
- Ability to deputise for the Head of Finance if needed.
- Flexible team player.

### **Desirable**

- Familiarity with Salesforce CRM or similar platforms.
- Change management experience.
- Experience working with Microsoft Dynamics 365 systems, Business Central or similar finance systems.

### **Personal attributes**

- Candidates should be strongly motivated by, and committed to, SSE's mission and to the social enterprise sector and its development; they should be comfortable working in an informal, fun, small organisation.

## Values

We want to work with (and continue to develop) individuals who can embody and demonstrate the following values:



### Integrity

We do what we say we're going to do. We take ownership and responsibility for our actions. We rely on open, authentic relationships.



### Entrepreneurial

We innovate with purpose to create value and deliver results. Bold and ambitious in our thinking, we blend creativity and commercial acumen to maximise impact. Resourceful and solutions-focused, we ensure our actions drive sustainable growth and meaningful outcomes.



### Impactful

Everything we do is ultimately about creating impact and achieving our vision and mission. We are impact-focused in all we do.



### Collaborative

We achieve more when we work together and partner with others. We are in service to our social entrepreneurs and fellows and are committed to amplifying their work. We have fun together. We ask others for help so we can find solutions.



### Equitable

We value talent, merit and insights. We recognise that due to circumstances and systems some people face more challenges to achieve the same goal and therefore we aim to amplify the practice of the underrepresented in our programmes and in how we work.

## Key details

<b>Salary:</b>	£45,507 per annum (£40,956 pro-rata for 0.9FTE) + 5% pension
<b>Hours:</b>	31.5 hours per week (0.9FTE), typical office hours 9am-5am or 10am-6pm.
<b>Annual leave:</b>	25 days pro-rata (22.5 days for 0.9FTE)
<b>Contract:</b>	Permanent
<b>Flexibility:</b>	Occasional evening / weekend work and travel within the UK may be needed, especially where support is required by the SSE Network
<b>Location:</b>	Flexible, UK based

Please note, we are unable to accept applications from candidates who require visa sponsorship. Roles advertised as flexible or remote location require candidates to be UK-based.

## To apply

To apply please complete your application [here](#), using no more than 400 words to answer each of the questions.

**Deadline:** 9:00am on Tuesday 14<sup>th</sup> May 2025

If you have any questions, or require reasonable adjustments, please email [recruitment@sse.org.uk](mailto:recruitment@sse.org.uk) and title your email 'Management Accountant Application'.

Unfortunately, due to our limited capacity we are unable to provide feedback to candidates not shortlisted for interview.

*SSE is committed to eliminating discrimination and actively encouraging diversity amongst our workforce by developing a staff team that mirrors the rich diversity found in our student population.*

*We will not discriminate with reference to age, gender, sexual orientation, race, colour, religion, marital status or disability.*

# Diversity Monitoring

SSE is committed to eliminating discrimination and actively encouraging diversity amongst our workforce and board by developing a team that mirrors the rich diversity found in our student population.

We will not discriminate with reference to age, gender, sexual orientation, race, colour, religion, marital status or disability.

To offer equal opportunities, prevent discrimination and support under-represented groups we encourage applicants to complete our online [Diversity Monitoring Form](#).

The information on this form will be used for monitoring purposes only and will play no part in the recruitment process. All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be.

In accordance with the provisions of the General Data Protection Regulations (GDPR) 2018, the information you provide will be held confidentially and can only be used if you give us your consent.

*As part of any recruitment process, SSE collects and processes personal data relating to job and volunteer applicants. We are committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Our data protection policy can be found here: <https://www.the-sse.org/your-data/>*

# Job Applicant Privacy Notice

As part of any recruitment process, SSE collects and processes personal data relating to job applicants. We are committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

## What information does SSE collect?

SSE collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK;

SSE collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

SSE will also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

## Why does the organisation process personal data?

SSE needs to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, SSE needs to process data to ensure that it is complying with its legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

SSE has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job

applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment, and decide to whom to offer a job. SSE may also need to process data from job applicants to respond to and defend against legal claims.

For some roles, SSE is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

SSE will not use your data for any purpose other than the recruitment exercise for which you have applied.

## **Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team and interviewers involved in the recruitment process.

We will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. SSE will then share your data with former employers to obtain references for you.

SSE will not transfer your data outside the European Economic Area.

## **How does SSE protect data?**

SSE takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

## **For how long does SSE keep data?**

If your application for employment is unsuccessful, SSE will hold your data on file for 12 months after the end of the relevant recruitment process. At the end of that period your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

## **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require SSE to change incorrect or incomplete data;
- require SSE to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask SSE to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override SSE's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact [office@sse.org.uk](mailto:office@sse.org.uk). If you believe that SSE has not complied with your data protection rights, you can complain to the Information Commissioner.

## **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to SSE during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

**Data controller: School for Social Entrepreneurs, Ground Floor, 13-15 Dock Street, Whitechapel, London E1 8JN**

**Reg. Charity in England & Wales (1085465)**

**HR Data Protection Contact: Helen Moules [helen.moules@sse.org.uk](mailto:helen.moules@sse.org.uk)  
020 7089 9120**