

## Job Profile:

### Trust Accounts Officer

3 days/22.5 hours per week



Join the team and be part of an organisation passionate about making the UK the best place for people with a learning disability to live happy and healthy lives.

### What will you do

The primary purpose of this role is to support the Mencap Trust Company (MTC)'s finance function. The work will focus on three main areas: reconciliation of trust accounts within the CCH Trust Accounts software, producing annual trust accounts for third parties and providing general support across the financial side of MTC's work under the direction of the Trust Accountant.

#### Key responsibilities:

- Complete high volume reconciliation using CCH Trust Accounts software with corresponding Investment Manager's reports to ensure accurate financial records are maintained
- Investigate historical financial variances and apply corrections
- Completion of year end processes for individual Trusts for current and previous years
- Responding to queries from other members of the MTC team
- Any other ad-hoc duties that may be required, including assisting with trust wind up processes, investigations, activating new trusts, trust requests and distributions, and other work as required.

This job description is not exhaustive and reflects the type and range of responsibilities and outcomes associated with this role in Mencap.

### What will you bring

While prior experience of discretionary trust accounting would be highly desirable, the role could also appeal to someone with sound accounting skills and experience and the ability to learn new things quickly.

#### Skills & abilities

#### Essential/Desirable

Experience of large volume reconciliations and posting journals

E

Produce annual accounts for small/ medium entity

D

Strong analytical and numeracy skills required to investigate, explain variances and apply corrections	E
Experience of trust financial and investment reporting	D
Good verbal and written communication skills	E
Excellent attention to detail and accuracy	E
Self-motivated, well organised and time management skills	E
The ability to work individually and as part of a team with a flexible “can do” attitude	E
Ability to deliver accurate work under pressure and to deadlines	E
Experience in using CCH Trust Accounts software	D
Strong IT skills and ability to pick up new systems and processes quickly	E

## Your experience

Knowledge and experience	Essential/Desirable
Knowledge about learning disability	D
Knowledge about Mencap or Mencap Trust Company	D
Knowledge of trust law, trust administration and trust accounting	D
Qualified/ part qualified or sound accounting experience	E
STEP qualified	D

## More information about this role

Location: Largely home-based with occasional time at the Mencap Centre of Engagement: 20-22 Commercial Street, London E1 6LP

## What will Mencap give you

Salary: £27,067 per annum (pro rata FTE 0.6 £16,240). This is a part time role for 3 days or 22.5 hours per week. There is some flexibility on the exact number of hours/days.

Pension, salary sacrifice loans for things like season tickets, mobile phones, computers, laptops and tablets and discounts on high street / supermarket shopping, holidays, days out, gym membership and cinemas.

## How to apply

Please apply with an up to date CV and covering letter that demonstrates your skills and experiences relevant to this position

**If you require any further information please contact our Recruitment team on 01733 246699**

### Mencap's values and how they apply to this role



We are **brave**  
we challenge and  
try new things

You will have a genuine passion for changing the lives of young people and supporting their transition into work.



We are **inclusive**  
of everyone

You will advocate for inclusion in the workplace and be a positive role model for learners.



We are **kind**  
to everyone

You will encourage learners to try new things and step out of their comfort zone, being brave when faced with new challenges.



We are **passionate**  
about making the  
world a better place

You will highlight and celebrate how unique each learner is. You will positively approach their journey to employment.



We are **positive**  
in our work and  
with each other

You will be kind, supportive and encouraging to everyone you interact with.