

Job Description – Management Accountant

Department	Finance
Level	WL2
Reporting to	Head of Finance Operations
Direct reports (yes or no)	No
Notice period	1 month

Job purpose

- The role will be responsible for preparing accurate and timely management information, supporting budgeting and forecasting activity, maintaining robust balance sheet controls, and providing financial analysis to support decision-making across the organisation.
- The role will also play a key part in the year-end audit process, preparing audit schedules, responding to auditor queries, and ensuring financial records are complete, accurate, and well evidenced.

Key accountabilities

- Prepare monthly management accounts, including profit and loss, balance sheet, cash flow reporting, and supporting commentary.
- Post and review month-end journals, including accruals, prepayments, depreciation, payroll journals, and other adjustments as appropriate.
- Complete and maintain balance sheet reconciliations, ensuring all key accounts are supported by appropriate documentation.
- Support preparation of annual budgets, quarterly forecasts, and longer-term financial plans.
- Monitor costs, income, and key financial performance indicators, recommending actions where appropriate.
- Support improvements to financial processes, controls, reporting templates, and system use.
- Support the production of year-end accounts and related financial information, ensuring completeness, accuracy, and consistency with underlying records.
- Maintain organised audit files and ensure all documentation is clear, traceable, and audit ready.

Role requirements

- Qualified or qualified by experience accountant, ideally CIMA, ACCA, ACA or equivalent.
- Experience in management accounting, including month-end reporting, reconciliations, budgeting, forecasting and variance analysis.
- Excellent Excel and data analysis skills, with confidence handling large volumes of financial data.
- Strong attention to detail, with the ability to produce accurate work to tight deadlines.
- Strong knowledge of UKGAAP and IFRS accounting principles and good financial control practice.