Blagrave

Job Description and Person Specification

Job title:	Management Accountant
Reports to:	Head of Operations / CEO
Location:	Hybrid, minimum 2 days per week in our office in London
Contract:	Permanent, part-time (22.5 hours per week)
Salary:	£37,000 - £39,000, pro-rated depending on experience
Benefits:	25 days annual leave plus bank holidays *(adjusted for the 4 day week trial),* company closure between Christmas and New Year, 5% employer pension contribution, employee assistance programme, amongst others. Click here to find more information on our commitments and benefits.
Application deadline:	11.30pm on 22nd September 2026
Interview dates:	Likely on week commencing 5th of October in Barking

Blagrave is a disability friendly employer. Please contact Valeria at hr@blagravetrust.org if you have any questions or would like to receive this document in a different format.
This role is subject to Basic DBS and two references. You must have the right to work in the UK.

About Blagrave

At Blagrave we know that young people are often the most inspiring leaders of change, but can be denied access to the resources, networks, funding, and spaces that enable their ideas to take flight. That's why our mission is to empower young people who face deep-rooted inequality to lead lasting change, by investing in their leadership, their communities, and in spaces where their ideas can thrive for generations to come. We are a funder that works alongside young people, communities and partners towards social justice. We also invest in the local youth sector, and in physical spaces; buildings that will remain rooted in communities, supporting long-term local benefit.

Who we are looking for

We are looking for an experienced Management Accountant with strong management and financial accounting expertise who can provide clear, insightful financial information that enables our Board to make informed decisions to deliver our strategy, Leading with Hope. You will be knowledgeable about statutory requirements and will ensure we are not only compliant, but will also embed best practice across our financial processes. You will be confident presenting financial information, forecasts and scenarios to colleagues, senior leaders and Board members, translating complex financial data into clear recommendations.

Beyond technical accounting expertise, we are seeking someone who is excited by the role finance can play in creating social impact. You will have experience of, or a genuine interest in, how financial resources can be used to create lasting change rather than simply maximise financial returns. This could include approaches such as micro-loans, social impact investments, or other innovative funding models.

About the role

You will play a key role in helping Blagrave make the best use of its resources. Working closely with colleagues across functions, you will provide clear financial insight, support informed decision-making, and ensure that our assets are managed responsibly and transparently.

This role is about more than producing reports. You will help colleagues understand their budgets, support effective planning, and use financial information to maximise our impact and create lasting change for young people and communities.

Success in this role looks like:

- Senior Management Team (SMT), Finance and Investment Committee (FIC) and Board members have the information and insight they need to make informed decisions.
- Blagrave's financial assets are aligned more directly with our mission and focused on creating lasting impact.
- Financial reports, forecasts and management information are accurate, timely and easy to understand.
- Financial forecasting supports effective planning, enabling Blagrave to allocate resources confidently and make informed strategic and investment decisions.
- Restricted funding is managed effectively and in line with funder and regulatory requirements.
- Budget holders understand their financial position, take ownership of their budgets and can plan confidently.
- Finance is viewed as a trusted partner, supporting teams to maximise Blagrave's impact.
- Blagrave's investment portfolio and financial assets are appropriately monitored, with clear reporting and oversight provided to the CEO, FIC and Board.

Key responsibilities

Financial Reporting and Analysis

- Prepare monthly management accounts and financial reports, ensuring information is accurate, timely and insightful.

- Maintain finance dashboards, proactively identifying and highlighting risks, trends, opportunities and areas requiring attention.
- Work closely with colleagues across the Trust, providing financial analysis, challenge and support to inform decision-making.
- Prepare and contribute to reports and papers for the Senior Management Team (SMT), Finance and Investment Committee (FIC) and Board of Trustees.
- Help translate financial information into clear and accessible insights for non-finance colleagues.
- Identify financial risks and opportunities and raise these with budget holders and SMT, recommending appropriate actions where required.

Organisational Budgeting and Planning

- Support the annual budgeting process across the organisation, working with budget holders to develop realistic budgets aligned to organisational priorities.
- Prepare and maintain short-, medium- and long-term financial forecasts, highlighting emerging risks, opportunities and potential resource implications.
- Develop scenario models to support strategic planning, investment decisions and guiding the allocation of financial resources to deliver our strategy.
- Ensure financial plans reflect organisational priorities, strategic objectives and funding commitments.
- Partner with budget holders to monitor performance against budget and support informed decision-making throughout the year.

Programme and Operational Finance

- Support budget holders to effectively manage budgets and make informed financial decisions, including understanding the financial implications of operational and strategic decisions.
- Contribute to the development of project budgets, financial models and costings for funding applications and grant proposals.
- Review financial information for grant reporting, ensuring compliance with funder requirements and funding agreements.
- Monitor restricted and unrestricted income and expenditure, ensuring resources are used in line with organisational and funder expectations.
- Support organisation-wide efforts to improve value for money and the effective use of resources.
- Develop meaningful financial and operational reporting that supports service delivery, learning and impact.
- Share financial management good practice with colleagues, grant partners and external stakeholders, helping to build confidence and capability in budgeting and financial stewardship.

Financial Controls and Compliance

- Oversee the financial administration of Blagrave's investment portfolio and property assets, acting as the main point of contact for investment managers and other professional advisers.
- Prepare and review balance sheet reconciliations and supporting schedules, ensuring accuracy and completeness.
- Lead month-end and year-end close processes, ensuring financial information is accurate, timely and robust.
- Lead the annual audit process, acting as the primary contact for external auditors and coordinating the preparation of audit schedules, supporting documentation and responses to audit queries.
- Prepare statutory accounts and support the completion of all statutory and regulatory reporting requirements.
- Ensure financial procedures, controls and delegated authorities are followed across the organisation and that accurate financial records are maintained.
- Lead compliance with charity, accounting, tax and other relevant regulatory requirements.
- Maintain the fixed asset register, ensuring acquisitions, disposals and depreciation are accurately recorded.
- Monitor cash flow and liquidity requirements, ensuring resources are available to meet organisational commitments.
- Ensure appropriate financial controls and reporting arrangements are in place for restricted funds, grants and designated funds.
- Contribute to the continuous review and improvement of financial systems, processes and controls.

General duties

- Coach and support early-career colleagues involved in finance administration, helping them develop confidence, skills and knowledge.
- Provide general support across Blagrave where additional capacity is needed.
- Represent Blagrave externally at meetings with partners, contractors and peers as required.
- Show an active commitment to anti-oppressive and anti-racist practices including attending organisational training and reflection sessions and applying this learning in your work and Blagrave's wider work.
- Attend regular training to support learning and development.

Person Specification

This is an excellent opportunity for someone who enjoys building strong relationships, partnering with operational teams, and influencing decision-making across the organisation. Working for a Trust that invests its resources directly into delivering its strategy, you will help colleagues use financial information effectively, enabling sustainable impact in the communities we serve.

You will be confident presenting financial information, forecasts and scenarios to colleagues, senior leaders and Board members, translating complex financial data into clear insights and recommendations that support strategic decision-making.

We are looking for someone who shares our commitment to young people and communities, and who is motivated by using finance as a tool to create positive social change. Alongside strong technical expertise, you will bring curiosity, sound judgement and a collaborative approach, helping finance be an enabling and valued partner across the Trust.

Essential

Criteria	Assessment
Professional accounting qualification (CIMA, ACCA, ACA, CPA, CA or equivalent) or actively studying towards qualification	Application
Experience of management accounting, budgeting, forecasting and financial reporting	Application & Interview
Experience of audit, statutory reporting and financial compliance	Application & Interview
Experience supporting non-finance managers with budgeting and financial decision-making	Application & Interview
Strong understanding of financial controls, risk management and accounting principles	Application & Interview
Strong analytical skills and attention to detail	Interview
Ability to communicate financial information clearly to both finance and non-finance audiences	Interview
Advanced Excel and financial systems skills.	Application & Interview
Ability to build trusted relationships and influence stakeholders at all levels	Interview
Ability to manage competing priorities and work independently	Interview
Commitment to equality, inclusion, anti-oppressive practice and social justice	Application & Interview
Curiosity about how finance can support social impact	Interview
Commitment to continuous improvement and improving financial processes and systems	Interview

Desirable

Experience working in the charity, not-for-profit or public sector	Application
Experience of grant-funded projects and managing restricted funds	Application & Interview
Experience coaching, supporting or developing others	Application & Interview
Experience using Power BI or similar reporting and visualisation tools	Application
Understanding of social investment and/or micro-lending	Interview

How to Apply

Please apply in writing by submitting a brief CV and a covering letter (no more than two sides of A4) outlining what you would bring to the role to hr@blagravetrust.org. Please refer to the job description and respond to the person specification, ensuring your application meets the essential application stage criteria.

Deadline: Wednesday 22nd September, 11.30pm
How to apply: Send your application to hr@blagravetrust.org by the deadline above. Please also complete our **equal opportunities form.**

For questions about the role please contact Valeria Tavares on hr@blagravetrust.org.

Interviews will be in person and are likely to be on the week commencing 05 October 2026**.**

Our Commitments in Recruitment

We are committed to anti-oppressive practice, equity, and wellbeing — for our partners, communities, and our own team. We especially welcome applications from people with lived experience of the issues we work on. As a disability-friendly employer, we are committed to ensuring our recruitment process is accessible and will offer an interview to candidates who declare a disability and meet the minimum criteria for the role.

We are committed to safeguarding children and adults at risk, to promoting the welfare of adults, and keeping all those who come into contact with our work safe from harm.

We will only ask an individual to provide details of sensitive information, including convictions and cautions, that we're legally entitled to know about. Most of our staff and volunteers will be in positions of power and a Disclosure and Barring Service (DBS) check must be completed by anyone who meets government's criteria. We do not want this to be a barrier to those who have the potential to add great value to the work we do. If you have any questions regarding DBS check, please contact the Designated Safeguarding Lead, Valeria Tavares, at valeria@blagravetrust.org.

All information disclosed for the purposes of employment or consultancy will be used for the sole purpose of assessing whether an individual is suitable and appropriate for a specific role and/or if any arrangements around supervision and support might be required. All information gathered as part of our recruitment processes will be treated sensitively, with confidentiality strictly maintained, and according to our Privacy and Data Protection policy. Our **Safer Recruitment Policy** can be found here