the british psychological society
promoting excellence in psychology

JOB PROFILE

POSITION	
Job title:	Commercial Management Accountant
Location:	Leicester/hybrid
Reports to (job title):	Head of Financial Planning & Analysis
Directorate:	Finance & Resources
Band:	2
Date created/reviewed:	October 2026

JOB PURPOSE

To provide high-quality management and financial reporting, forecasting and analysis, working closely with budget holders and senior stakeholders to support informed decision-making and organisational performance.

To take ownership of the production of financial information for designated areas including month-end and year-end, ensuring accuracy, strong financial control and compliance with accounting standards, and using this to provide meaningful insight and business partnering support.

To act as a proactive business partner, offering insight, challenge and commercial advice to support strategic and operational decision-making, identifying risks and opportunities to enhance financial performance.

To develop effective working relationships with budget holders and senior stakeholders, providing professional financial advice, challenge and support to improve financial understanding and decision-making.

To contribute proactively to the continuous development of the Finance function, identifying and implementing improvements to financial processes, reporting, systems and ways of working.

KEY ACCOUNTABILITIES

1. Prepare, review and deliver monthly management accounts for designated areas to agreed timescales, ensuring accuracy, clarity and meaningful variance analysis and commentary.
2. Own and develop financial forecasts and budgets for designated areas, incorporating key assumptions, risks and opportunities.
3. Proactively monitor financial performance, identifying variances against budget and forecast, and advising budget holders on corrective actions.
4. Build strong and effective relationships with departments and senior stakeholders, acting as a trusted Finance business partner and using financial information and understanding of their

activities to provide insight, constructive challenge and support decision-making and value for money
5. Analyse financial performance and trends, proactively identifying risks and opportunities and recommending actions to support financial sustainability, efficiency and growth..
6. Provide financial input into business cases, project appraisals and strategic initiatives, including post-implementation reviews.
7. Take ownership of month-end and year-end processes for designated areas, including preparation and posting of journals, accruals, prepayments and reconciliations.
8. Prepare and maintain balance sheet reconciliations, ensuring integrity, accuracy and clear ownership of key accounts.
9. Prepare and maintain cash flow forecasts, incorporating the latest financial information, trends and scenario planning.
10. Produce and present high-quality financial reports and analysis, including cash flow forecasts, commercial analysis (e.g. pricing and margins), and other reporting required to support decision-making.
11. Ensure work within designated areas complies with financial policies, regulations and accounting standards, maintaining strong financial controls and governance.
12. Maintain the integrity and structure of the general ledger, supporting effective financial reporting and organisational needs.
13. Proactively identify, develop and implement improvements to financial processes, systems, reporting and ways of working, taking ownership of agreed improvements and promoting efficiency and best practice across the Finance function.
14. Support the wider year-end process and external audit, providing required information, analysis and reconciliations for designated areas.
15. Support budget holders in identifying opportunities to improve financial performance, maximise income and achieve value for money.

KEY WORKING RELATIONSHIPS

- Internal – Directors, Budget Holders, Heads of Departments, Team Leaders and SLT
- External – Member networks and Auditors

GENERAL REQUIREMENTS

You will also:

- Take on any training required for personal or professional development within your role
- Carry out your work in line with our policies and procedures
- Take on any additional duties that might be appropriately delegated to you.
- The duties and responsibilities outlined in this job profile are not exhaustive and may be amended from time to time to meet organisational requirements.

PERSON SPECIFICATION

Detailed below are the qualifications, experience, skills and knowledge needed for this role. The Essential criteria show the minimum requirements for the post to be carried out competently and effectively. The Desirable criteria are not essential but may be used to distinguish between applicants in a recruitment process.

	Essential/ desirable
Educational & professional qualifications	
Fully qualified accountant (CIMA/ACA/ACCA) or able to demonstrate equivalent relevant professional experience in a management accounting role.	E
Experience	
Experience of building effective relationships with non-financial stakeholders and using financial insight to influence decisions and outcomes.	E
Experience of identifying and implementing improvements to financial processes, reporting or ways of working	E
Experience of preparing management accounts, forecasts and budgets.	E
Experience of business partnering with non-financial stakeholders.	E
Experience of analysing financial performance and providing recommendations.	E
Experience of supporting year-end processes and external audit.	E
Experience of producing balance sheet reconciliations.	E
Experience of providing financial insight and advice to support business or operational decision-making.	E
Experience working in a charity, membership or other purpose-led organisation	D
Knowledge	
Strong understanding of management accounting principles.	E
Commercial understanding and awareness	E
Understanding of financial controls and governance.	E
Understanding of budgeting and forecasting methodologies.	E
Skills	
Advanced Excel skills, including the ability to analyse and manipulate financial data and build financial models. Proactive and solutions-focused approach, with the ability to take ownership of issues and see actions through to completion.	E E
Curious and improvement-focused, with the ability to look beyond immediate tasks and identify opportunities to improve financial performance and ways of working.	E
Strong analytical and problem-solving skills.	E
Ability to influence and challenge stakeholders constructively.	E
Ability to present complex financial information in a clear and concise manner.	E
Ability to manage competing priorities and deadlines.	E
Excellent interpersonal and communication skills.	E