

JOB PROFILE: MANAGEMENT ACCOUNTANT

Role:	Management Accountant	Date profile last reviewed:	June 2026
Name:		Reports to:	Finance Business Partner

MAIN SUMMARY OF ROLE:

The role holder will partner with internal customers, specifically within the Operations Directorate, providing professional business support to budget holders, through the provision of financial information and analysis to support performance management and decision making. They will ensure that the underlying tasks and processes that validate the quality and integrity financial reports are completed accurately, as planned. The role holder will collaborate with colleagues in the Finance team to foster an excellent professional service to the department and to play an integral role in the achievement of the Fund's strategic aims.

KEY ACCOUNTABILITIES/RESPONSIBILITIES:

- Compile and publish monthly Management Accounts packs in line with agreed deadlines.
- Investigate variances and provide analysis with commentary for meaningful, relevant and value adding management information that supports decision making.
- Have a good understanding of the budgets managed by the different teams and support Finance Business Partners in engaging with Budget holders to provide information and support.
- Carry out control account and balance sheet reconciliations to ensure the integrity of Management Accounts is maintained, so issues are identified, investigated, and resolved.
- Support the production of the annual financial accounts and external audit process ensuring all year end reconciliations and schedules are prepared in time.
- Provide up to date reports for relevant Team meetings as required.
- Identify and propose accruals, prepayments, and general journals on a monthly basis.
- Proactively apply technical knowledge and professional expertise in supporting budget holders.
- Other accounting tasks that may be required from time to time.

COMPETENCIES REQUIRED FOR THE ROLE

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> • Presenting & Communicating Information • Delivering Results & Meeting Customer Expectations • Analysing • Writing & Reporting • Relating & Networking • Coping With Pressures & Setbacks 	<ul style="list-style-type: none"> • Deciding & Initiating action. • Adhering to Principles & Values • Working With People • Adapting & Responding to Change

QUALIFICATION(S), KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED FOR THE ROLE

Academic or Professional Qualifications (or equivalent):

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> • As a minimum Part-Qualified with an accounting qualification (ACA, CIMA, ACCA, CIPFA) or QBE 	<ul style="list-style-type: none"> • A university degree or equivalent.
Knowledge/ Experience:	
<ul style="list-style-type: none"> • 3 years' experience of producing management accounts, budgets and forecasts. • Experience in working with a finance system 	<ul style="list-style-type: none"> • Experience of working within the not-for-profit sector • Knowledge of Access Dimensions and CRM systems

Skills/Abilities:Essential

- IT literate in Microsoft Office
- Strong data management and analytical skills
- Excellent communication skills
- Ability to problem solve

Desirable

- Presentation delivery skills
- Able to write clear logical and succinct reports that meet the needs of the intended audience and helps with decision making

Other Requirements:

- To be based in our London office at least three days per week
- Carry out any other duties that are within the scope of the job as requested by the line manager

I confirm this job profile has been drawn up with my full involvement and accurately reflects the responsibilities of the role.

Postholder's Signature:

Line Manager's Signature:

NAME:

NAME:

DATE: