



Management Accountant ImpactEd Group & TEP Services

Recruitment Pack



Management Accountant

Job description

Oversee our day-to-day financial operations and help guide our strategic planning across ImpactEd Group and TEP Services.

Remuneration	Expected earnings of £38,381-£43,909 (base: £37,181 - £42,709) including annual profit share and opportunity for employee shares (through EMI options)
Reports to	Group Director
Contract	Permanent. We anticipate this role to be full time but are happy to discuss part-time options.
Benefits	We have a generous employee benefits package that aims to ensure colleagues feel trusted, feel ownership of our business, are connected to one another and can be personally and professionally fulfilled. This includes flexible working, profit share, regular training, individual professional development budget, book allowance and access to mental health support.
Based	Stamford, Lincolnshire (minimum 3 days per week in office) and we are happy to discuss flexible working options.
Apply	Please apply here by answering 3 work-based scenario questions and uploading your CV.
Deadline	23:59 on 9 th March 2025

The Organisation

ImpactEd Group is a purpose-driven organisation dedicated to supporting education and social sector organisations to become both impactful and operationally sustainable. We provide consulting, evaluation, data, and philanthropy expertise to help our partners make evidence-informed decisions and improve outcomes. We also incubate TEP Services.

With a strong focus on responsible business practices, employee ownership, and long-term sustainability, we are now looking for a **Management Accountant** to work in our central Corporate Services team, and oversee our day-to-day financial operations and help guide our strategic financial planning.

The Opportunity

You will play a crucial role in ensuring the financial health of ImpactEd Group and its trading subsidiaries, and associated companies (TEP Services Limited). You will manage financial processes, provide strategic financial insights, and support senior leaders in making informed decisions.

Your work will encompass business-as-usual (BAU) financial management, monthly financial reporting, budgeting and forecasting, as well as strategic commercial projects, such as improving how we track utilisation in our consulting business.

You will also play a key role in ImpactEd and TEP Board meetings, presenting financial reports three times a year and ensuring financial transparency across the organisation.

You will manage the relationship with our external bookkeepers and oversee their day-to-day tasks and processes.

Key Responsibilities

Financial Management & Reporting	<ul style="list-style-type: none"> • Oversee the day-to-day financial operations of the Group, including ImpactEd's trading subsidiaries, TEP services and associated Companies. • Maintain and manage our accounting system (Xero) to ensure accuracy in financial transactions. • Produce monthly financial management information (MI), including profit and loss statements, balance sheets, and cash flow reports. • Present financial reports at termly Board meetings, providing clear insights and recommendations to senior leaders. • Ensure compliance with financial regulations, tax filings, and statutory requirements (working with our tax advisors, who complete the annual statutory filings). • Manage our bookkeepers and oversee day-to-day financial processes.
Budgeting, Forecasting & Performance Analysis	<ul style="list-style-type: none"> • Lead the annual budgeting process in collaboration with senior leaders. • Develop forecasts and financial models to support decision-making and long-term financial planning. • Analyse financial performance across different parts of the business, working with Managing Directors to improve profitability and cost efficiency. • Understand and monitor utilisation rates in the consulting business, ensuring effective tracking and financial viability.
Commercial & Strategic Projects	<ul style="list-style-type: none"> • Support the long-term financial strategy of ImpactEd Group, ensuring financial sustainability aligns with our commercial aspirations, mission and values. • Contribute to strategic commercial initiatives, such as pricing models, cost-saving measures, and investment decisions. • Work closely with the Managing Directors and Group Director to improve financial performance across business units. • Identify opportunities for process improvements, automation, and efficiency gains in financial operations.
Employee Ownership & Internal Engagement	<ul style="list-style-type: none"> • Support ImpactEd's employee ownership model, ensuring financial processes align with our commitment to shared ownership and responsible business. • Engage with teams across the organisation to improve financial literacy and commercial understanding. • Provide financial training and insights to non-financial staff where relevant.

About You

We are looking for a financially astute, proactive, and commercially minded professional who thrives in a purpose-driven environment.

Essential Skills & Experience:

- Professional accounting qualification (ACA, ACCA, CIMA, or equivalent) or part-qualified with strong experience.
- Proven experience in management accounting, financial reporting, and budgeting.
- Strong commercial acumen, with the ability to analyse financial data and provide strategic recommendations.
- Hands-on experience with Xero or similar accounting software.
- Excellent Excel skills, with the ability to develop financial models and analyse trends.
- Strong communication skills, with the ability to present financial insights to senior leadership.
- Ability to work independently and take ownership of financial processes.
- Relevant experience working in SME, social enterprise, or consultancy environment.

Desirable Skills:

- Interest in the education and social sector, with an understanding of financial challenges in these industries.
- Interest in employee ownership models and finance for purpose-driven organisations.

Why Us?

As well as a commitment to the organisations we work with, we have a commitment to our people and developing the next generation of leaders. Our employee experience is organised around four themes:

- **Trust:** we support hybrid working, offer flexible hours, and provide responsive management.
- **Shared ownership:** we are an employee-owned organisation and look to share ownership with our employees, including through ownership awards, EMI options and transparent governance.
- **Connection:** we pay for your travel, provide termly company offsites, support informal clubs and societies, and provide opportunities for in-person and digital connection between colleagues.
- **Health and fulfilment:** we have an extensive professional development programme, provide an annual books and development budget allowance and offer 3 days of CPD leave per year in addition to annual leave. We offer all employees access to a healthcare plan and wellbeing advice.

As a growing organisation we are committed to diversity and inclusion and providing a positive experience of work and maintain an annual EDI action plan, supported by a Board sponsor.