



## JOB DESCRIPTION

<b>Role Title:</b>	<b>Management Accountant</b>
<b>Department:</b>	<b>Finance and Operations</b>
<b>Reports to:</b>	<b>Director of Finance and Operations</b>
<b>Direct report:</b>	<b>Senior Finance Officer</b>
<b>Cendex Level:</b>	<b>4</b>
<b>Salary:</b>	<b>£45,000 - £50,000</b>
<b>Contract:</b>	<b>35hr FT perm</b>
<b>Location:</b>	<b>London/Hybrid 2 days in office pw</b>

### Purpose of the Job

The Management Accountant will play a pivotal role in delivering timely, accurate, and insightful management information to support effective strategic decision-making across the organisation. This crucial role in the Finance and Operations Directorate is responsible for maintaining robust financial accounts, ensuring that all financial data is reliable and up to date, and proactively partnering with budget-holders to help them understand and manage charity finances. By working closely with the Director of Finance and Operations and the Senior Leadership Team, the Management Accountant contributes to the organisation's strategic objectives, drives operational efficiency, and helps identify and manage financial risks. The role also involves deputising for the Director of Finance and Operations when required, ensuring continuity and resilience within the Finance and Operations team.

Regardless of role, all staff are expected to demonstrate a commitment to our mission and an appreciation of how their work contributes to positive outcomes for young people through sport.

### Key Responsibilities

#### Business Partnering & Insight

- Act as the primary finance business partner to all budget holders, providing tailored financial analysis, scenario modelling and advice to inform service delivery and strategic financial management
- Lead on the development and presentation of management information packs, including dashboards and narrative commentary for core stakeholders
- Facilitate regular financial performance reviews with budget holders, supporting them to interpret results, identify risks and opportunities and develop action plans
- Lead the development and delivery of training for all budget holders to improve financial acumen, build financial literacy and empower effective budget management
- Uphold the organisation's safeguarding policies and procedures, ensuring the safety and wellbeing of children, young people and vulnerable adults at all times.

#### Financial Planning & Analysis

- Maintain accurate and reliable financial accounts to facilitate timely management information
- Proactively ensuring that balance sheet balances represent only true assets and liabilities

- Lead and manage the accurate and timely closure of the financial accounts for month-end
- Maintain the cash flow forecast, identifying risks and putting scenario plans into place to mitigate associated risk
- Lead the annual budget-setting process, working collaboratively with teams to develop robust, evidence-based budgets and forecasts
- Develop and maintain financial models to support business cases, funding bids and new initiatives aligned to the strategic plan
- Conduct variance analysis, cost-benefit assessments and trend reporting to inform resource allocation and strategic priorities

### **Systems & Process Improvement**

- Drive continuous improvement in financial systems, processes and reporting tools, ensuring they meet the evolving needs of the charity
- Lead on the discovery, identification, business case creation and implementation of new management accounting practices, including automation and digital reporting solutions

### **Compliance & Controls**

- Ensure management accounting practices comply with charity sector regulations, SORP and internal policies
- Manage the execution of statutory accounts and audit schedules, collaborating with the Director and external auditors as required
- Oversee the integrity of management information, ensuring accuracy, timeliness, and relevance

### **Strategic Projects and Leadership**

- Lead and/or contribute to cross-organisational projects, such as impact measurement, funding applications, and organisational change initiatives
- Provide financial modelling and due diligence for new partnerships, contracts, or service developments in collaboration with colleagues
- Provide strong and effective Line Management to the Senior Finance Officer

### **Key Capabilities and Experience**

- CCAB or CIMA Qualified or equivalent with substantial post-qualification experience in management accounting, ideally within the charity or not-for-profit sector
- Ability to lead without supervision and deputise where required
- Demonstrable experience of designing management accounts and other KPI reporting
- Demonstrable experience of improving and developing financial systems, including the use of reporting tools and databases to verify and reconcile data
- Experience of a leadership role within a Finance Team and direct line management
- Proven ability to recognise and further influence and implement, when changes to processes and procedures are needed to ensure the efficiency and effectiveness of financial management
- A professional and proactive outlook with the ability to lead, take responsibility and personal ownership over tasks, to balance priorities and meet deadlines

- Extended experience preparing financial statements and other information for the associated audit
- Experience of mixed supplies and partially recoverable VAT
- Demonstrable expertise in financial analysis, business partnering, and management reporting
- Advanced Excel and financial modelling skills; experience with digital reporting tools is highly desirable
- Strong communication skills, with the ability to translate complex financial information for non-financial audiences
- Proven track record of driving process improvements and embedding new systems or practices
- Knowledge of charity SORP and sector-specific compliance requirements
- Experience in change management or digital transformation projects
- Ability to demonstrate the charities values: We Include, We Inspire, We Empower

Lord's Taveners is committed to equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. Our workforce should be truly representative of all sections of society and the communities we serve.

Each employee should feel respected and able to give their best.

**Our values: We Include, We Inspire and We Empower drive everything we do.**