

A red squirrel is perched on a weathered tree stump, facing right. Its bushy tail is raised and slightly curved. The background is a soft-focus field of purple heather under a bright, hazy sky.

ROLE PROFILE
Management
Accountant

GROW WITH US



WOODLAND
TRUST

OUR VISION

We're creating a world where woods and trees thrive for people and nature.



RESTORE

We restore the ecological condition of existing native woods and trees, to increase resilience and create conditions for nature and people to thrive.



PROTECT

We protect ancient, veteran and valuable woods and trees, to stop the loss of irreplaceable habitat and carbon stores, preserving the UK's natural heritage.



CREATE

We create quality native woods and get native trees growing to benefit nature, climate and people into the future.



WOODLAND
TRUST

OUR ORGANISATIONAL NATURE

Our Organisational Nature is at the heart of how we work together. It helps us understand what it means to be part of the Woodland Trust and empowers us to make an impact every day. Our people embody these ways of working, inspiring and enabling each of us to play a part in achieving our vision.

A greener, healthier future for our planet starts right here with you.



Grow Together

We are a team that grows together; made up of unique roles and expertise. We communicate effectively, forging partnerships inside and out, building understanding and trust, valuing differences and recognising each other.



Explore

We know exploration is important, it's how we come up with the best ideas. We won't always get it right but learn and share as we go. We are bold about who we are and encourage healthy challenge.



Focus

We create clarity and stay focused, ready to adapt when we need to. We are empowered to take the time to reflect so that we can develop and work smarter.



Make it Count

We need to create a lasting positive impact. We keep the big picture in mind, harnessing passion and inspiring others to connect with us as we aim to make a genuine difference.

JOB DESCRIPTION

Job Title: Management Accountant

Job Code: WT1073

Salary: £46,039.50 per annum

Contract: Full-Time/Permanent

Reports to: Senior Management Accountant

Department: Finance, Risk and Assurance

Team: Finance

Location: Hybrid

Our Working from Home (Hybrid working) policy is flexible and the frequency of time spent working between your contracted office and your home will vary across teams and job roles.

WHAT YOU'LL DO

Main purpose of the job

This role will partner senior leaders and budget holders to ensure the Trust has robust financial budgeting, forecasting and monthly management reports. This role will hold budget holders to account and challenge financial decisions and the impact on the organisation as a whole.

Key Responsibilities:

- Prepare the monthly management accounts for departments including full commentary to ensure all stakeholders understand the financial impact of decisions.
- Provide accurate management reporting to ensure the Trust's financial stability and growth
- Work in partnership with budget holders to deliver their approved budgets/forecasts, based on approved group financial budgets and funds.
- Advise and train budget holders in preparation of budgets and ongoing forecasts providing analysis and support where needed.

Key Responsibilities:

- Ensure compliance with internal controls and processes through reviews and checks/approvals of transactions and purchase orders as required.
- Ensure compliance with all applicable regulations, including financial regulators, Charity Commission, Forestry Commission and Gambling Commission.
- Review and develop practices, systems and reporting tools to improve process.
- Provide financial information and communicate recommendations to enable Senior Management to make strategic decisions.
- Provide risk analysis of financial activities to enable informed decisions to be made.
- Create financial scenarios based on information provided by budget holders, and give options to underpin good budget setting, management decision making and change control.

WHAT YOU'LL DO

Key Responsibilities:

- Provide quality written and verbal responses to senior leaders and management and ensure they are accountable for budgeting, forecasting and planning.
- Challenge and influence budget holders, senior leaders and directors, explaining complex financial principles to improve budget management.
- Assist project managers and budget holders in identifying opportunities for fundraising and maintain full cost recovery models.
- Contribute towards preparing reports and presentations for the Finance Committee.
- Any other such tasks as may be reasonably expected within the role of management accountant & finance team member

WE WANT YOU TO:

GROW TOGETHER

- **Collaborate with purpose** – collaborating effectively with others where it will add value and result in clear and positive impact.
- **Build relationships** – being approachable and developing positive relationships. Making connections internally and externally to pursue shared goals, expand learning opportunities and grow influence. Help others to connect and nurture positive relationships.
- **Communicate Effectively** – being clear and adapting communication styles to connect with others effectively.

EXPLORE

- **Evolve and continuously improve** – having the courage to question previously held beliefs and seeks out opportunities to continuously improve the way we work
- **Be able to challenge** – showing courage and ability to challenge, be challenged and respond to challenge constructively to enable us to keep improving how we deliver on our strategic goals
- **Reflect and learn** – taking opportunities to reflect, learn and improve.
- **Create meaningful change** – being willing and able to shake things up and bring about change where needed for the good of the cause.

FOCUS

- **Take effective decisions** – balancing considered, evidence-informed decision taking and quick, decisive action depending on the situation
- **Adapt** – being proactive and flexible; able to take on board new information and respond effectively to a changing internal and or external environment.
- **Prioritise for impact** – building visions/ strategies/plans that have a clear purpose, set of outcomes, monitoring and evaluation and activity that is prioritised based on the impact they will have.

MAKE IT COUNT

- **Deliver results** – getting work done in a way that is environmentally, financially and ethically sustainable, is considerate of people's wellbeing and always considerate of the broader impact.
- **Inspire and influence** – connecting people with what we do, inspiring and influencing them to stand with us for the benefit of the cause.

PERSON SPECIFICATION		Essential/Desirable (E/D)	Where
You'll have experience	Developing, producing and reviewing of monthly management accounts.	E	Application/interview
	Working collaboratively with stakeholder such as budget holders to deliver their approved budgets and forecasts.	E	Application/interview
	Providing accurate management reporting.	E	Application/interview
	Maintaining compliance with internal processes, procedure and financial and charity commission regulations.	E	Application/interview
	In financial risk analysis, reconciliations and variance analysis.	E	Application/interview
	Providing financial information and communicating recommendations to stakeholders.	E	Application/interview
	In challenging and influencing stakeholders such as budget holders, senior leaders and directors to improve budget management.	E	Application/interview
	Preparing Reports and presentations to be delivered to the Finance Committee	E	Application/interview
	In financial systems, particularly Business World.	D	Application/interview
You'll need to know	About Microsoft Office with advanced Excel skills.	E	Application/interview
	About best practice guidelines and financial and charity commission regulations.	E	Application/interview

PERSON SPECIFICATION

			Essential/Desirable (E/D)	Where
You'll have a desire to	Grow together	Build relationships and collaborate Communicate effectively	E	Interview
	Explore	Be able to challenge Be able to reflect and learn	E	Interview
	Focus	Adapt Prioritise for impact	E	Interview
	Make it count	Inspire and influence Deliver effective results	E	Interview
You'll be qualified in	ACCA/CIMA/ACA/ICAS/CIPFA Qualified.		D	Application/Onboarding
You'll be subject to	Pre-employment checks including Right to Work and confirmation of employment history (3-years).		E	Onboarding