

Management Accountant – Job Description

Hours:	Part-time: 4 days (30 hours) per week. We are open to considering full-time candidates.
Contract:	Permanent.
Salary:	£38,000 - £45,000 FTE (dependent on skills and experience).
Location:	Hybrid: <ul style="list-style-type: none"> • UP’s London Head Office (as required for meetings and events). • Remote working.
Reporting to:	Finance & Resources Director

Who we are

Our Purpose

Unlocking Potential is the charity that supports schools and communities to ensure no child or family struggles alone with their social, emotional and mental health needs. We provide flexible, over-time, multi-disciplinary therapeutic support that meets children and families where they are, and enables them to feel safe, understood and the best version of themselves.

Our Vision

Everyone feels supported, equipped and able to achieve their potential.

Our Mission

Our mission is to provide tailored therapeutic support to more children, while training the practitioners of the future to build holistic, resilient social systems that equip children and their families with the confidence, tools, and skills to thrive at school and within their communities.

Our Values

Individual

Everything we do is about the individual and what is right for them – no two children, families or schools are the same.

Innovative

We look for new solutions, evolving our thinking and approach – ensuring the use of bold, co-designed practice.

Collaborative

We choose to work with others to find the best solutions – we are stronger together.

About the role

This is an exciting time to be joining the charity! Our new strategy focuses on growth and long-term sustainability, with ambitious plans to extend our reach and impact nationally and to expand and diversify our services. Our long-term ambition for the future is a transformed landscape of multi-disciplinary therapeutic support in schools, with UP acknowledged and recognised as a thought-leader, innovator, preferred collaborator and convener.

This newly created Management Accountant role will be a key member of UP’s Finance team, supporting the charity to successfully deliver the charity’s strategic plan. You will provide accurate financial information, robust

accounting controls and support for budgeting and programme costing, helping the charity operate efficiently and sustainably.

This role is ideal for someone with experience in charity or not-for-profit finance, confident in accounting software (Xero) and with strong Excel skills. You will be highly organised, detail-focused, and able to communicate financial information clearly to non-financial colleagues.

Key Responsibilities

Financial Management and Control

- Prepare monthly management accounts, including balance sheet reconciliations and variance analysis.
- Maintain accurate accounting records in Xero (with Finance Officer support).
- Support the Director of Finance & Resources in budgeting, forecasting, and monitoring multi-year financial plans.
- Assist with reforecasts and cash flow monitoring.
- Ensure strong internal controls and adherence to financial procedures.

Programme Costing and Fees

- Support the financial costing of the charity's programmes to inform fee structures.
- Assist with pricing to ensure it reflects full cost recovery, including direct delivery costs, staff time and appropriate overhead allocations.

Fundraising Support and Income Diversification

- Support financial input to funding applications, including budgets, costings, forecasts and financial narratives.
- Support effective financial management and reporting for funded projects.
- Monitor restricted and unrestricted funds.

HR and Payroll Support

- Assist with outsourced payroll processes and reporting (with HR and Finance Officer support).
- Review and support payroll processes and controls and ensure accurate and timely monthly payroll delivery.

Statutory Reporting, Audit and Compliance

- Assist with the preparation of statutory accounts in line with the Charities SORP and UK accounting standards.
- Support with year-end processes and external audit preparation.
- Assist with compliance with payroll, tax, and data protection (outsourced) requirements.

General

- Work closely with the Finance & Resources Director and budget holders to provide support and advice to the wider team.
- Contribute to a collaborative, inclusive and values-driven culture.
- Undertake any other administration and duties compatible with the level and nature of the post and/or as reasonably required.

- Work with colleagues to promote/celebrate the work of Unlocking Potential (e.g. connecting with stakeholders/other interested parties etc.)
- Attend UP team and management meetings, all staff events and training days.
- Undertake regular CPD and keep up to date with best practice knowledge.
- Adhere to UP's policies and procedures at all times.
- Contribute to upholding effective safeguarding practice.
- Contribute to GDPR/Data Protection compliance.

Person Specification

Qualifications	<ul style="list-style-type: none"> • Part-qualified accountant (ACCA, CIMA, CIPFA) or qualified by relevant equivalent experience.
Knowledge	<ul style="list-style-type: none"> • Sound understanding of management accounting principles. • Knowledge of charity accounting and SORP principles (<i>desirable</i>).
Experience	<ul style="list-style-type: none"> • Significant experience in a Management Accountant or Finance Manager role. • Maintaining accurate accounting records. • Preparing management accounts and budget monitoring. • Working in a charity or not for profit environment (<i>desirable</i>). • Working effectively within a small team.
Skills and Abilities	<ul style="list-style-type: none"> • Strong analytical, numeracy skills and high-level of attention to detail. • Ability to present complex financial information clearly to non-financial audiences. • Excellent written and verbal communication skills. • Proficient with accounting software (<i>Xero desirable</i>). • Advanced Excel and excellent IT skills incl. Microsoft packages. • Excellent organisational, planning and prioritisation skills. • Excellent relationship management skills, ability to quickly establish personal and professional credibility and build effective relationships. • Able to work independently and as part of a team. • Sound judgement and effective problem-solving skills.
Qualities and Attributes	<ul style="list-style-type: none"> • High standards of integrity, accountability and transparency. • High levels of confidentiality and discretion. • Collaborative, pragmatic and solutions-focused approach. • Positive, professional and supportive manner. • A flexible approach and a hands-on attitude. • Reflective and learns from past experiences, able to give and receive effective feedback, and able to improve personal performance.
Child Protection / Safeguarding	<ul style="list-style-type: none"> • Knowledge and understanding of safeguarding principles (<i>desirable</i>). • Ability to respond appropriately to any safeguarding concerns and to contribute to the continual improvement of safeguarding best practice at UP. (<i>desirable</i>).

General	<ul style="list-style-type: none"> • Commitment to the mission, vision and values of the charity. • Demonstratable commitment to equality, diversity and inclusion. • With guidance and support, and with attendance on appropriate training courses, develop skills to further your work and own CPD.
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This Job Description is intended as a guide to the general scope and responsibilities of the role. The duties and responsibilities may vary from time to time and evolve in response to the needs of the charity. The post holder will therefore be required to undertake other reasonable duties consistent with the level and purpose of the role.

Important Information

- **How to apply:** In line with safer recruitment practices, to apply for this role please complete an application form by following the link on our online recruitment portal: www.up.org.uk/aboutus/work-with-us.
- As part of the application, you will be asked to upload your CV and a personal statement which should clearly demonstrate (giving relevant examples) how you meet the requirements of the person specification. The criteria set out in the person specification forms the basis of the selection decision and enables the shortlisting panel to ensure objectivity. We look forward to hearing more about your experience and your interest in working with us!
- For an initial informal discussion regarding the role, please submit your CV and reach out to: tracy.true@up.org.uk
- **Safeguarding:** We are committed to safeguarding and promoting the welfare of children and young people and expect all those who work with us to share this commitment. It's a criminal offence for a person to apply to work with a group from which they have been barred from working. We follow safer recruitment practices in line with KCSIE including (but not limited to): online checks at interview stage, an Enhanced Disclosure and Barring Service check, satisfactory references, a medical check, proof of qualifications and right to work in the UK.
- **Equality, Diversity, Inclusion and Belonging:** Our children and families and staff come from a wide range of backgrounds, and we value the unique contribution that each individual can bring to UP. We have a diverse and inclusive team, and we strongly believe that this is vital to our work. We welcome applications from all sectors of the community, and we do not discriminate against any applicants on the basis of any protected characteristics. We ensure that candidates and employees are treated solely on the basis of their merits, abilities and potential.
- We understand that AI tools are increasingly used in everyday life, including using them to refine CVs, personal statements, and support interview preparation. While we appreciate the responsible use of AI, it's important that any information you submit as part of your application and assessment accurately reflects your own skills, abilities, experience and perspective.
- Candidate data is processed in line with UP's privacy notice and Data Protection Policy.