Management Accountant

Department:	Finance Team
Reviewing Manager:	Global Finance Business Partner
Job Type:	Permanent; Full-time
Location:	Godalming, Surrey - HQ. Hybrid working pattern 2x days per week in the office.

Compassion in World Farming International is a leading global organisation working to end factory farming. Founded in 1967 by British farmer Peter Roberts, we've spent over 50 years driving change, successfully campaigning to ban cruel practices such as barren battery cages, veal crates, and sow stalls across the UK and Europe.

Our work combines advocacy, campaigning, and collaboration with policymakers and businesses to promote animal welfare and sustainable food systems. We envision a future where animals are treated with compassion, and farming supports both people and the planet. To learn more about our mission, culture, and opportunities, please explore our Candidate Pack, and Careers Page.

Part 1: Job Summary

1. Overall objective(s) of the post

The purpose of this role is to help Compassion in World Farming to end factory farming by strengthening the financial insight, reporting and data integrity that supports effective decision-making across the organisation. Working within the Finance Business Partnering team, the postholder will provide accurate and timely management information, support budgeting and forecasting, maintain robust coding and reporting structures, and help budget holders understand financial performance against plans.

2. Position in organisation

- Reports to the Global Finance Business Partner.
- Works closely with the Global Director of Finance, wider Finance team, budget holders and departmental stakeholders across the organisation.
- Builds effective relationships with non-finance colleagues, supporting them to understand coding, budgets, forecasts and financial reporting requirements.
- No direct reports.

3. Scope of job (These are expanded on in Section 6)

- Management reporting and analysis
- Supporting with budgeting, forecasting and variance analysis
- Financial data integrity, coding and reporting structures in Netsuite
- Stakeholder support, guidance and training
- Finance process improvement and project support

4. Dimensions & limits of authority

- Responsible for preparing accurate financial information and analysis to support budget holders and Finance colleagues in monitoring organisational income and expenditure.
- Responsible for maintaining the integrity of coding structures, grant records and reporting frameworks within Netsuite.
- Responsible for actioning corrections to coding, journals, reporting structures and forecast assumptions to support accurate management accounts and donor reporting.
- Operates within agreed finance policies, internal controls and organisational approval processes.

5. Person specification

Proven ability, qualifications & training	**E - Essential D - Desirable**
Part-qualified accountant, actively studying towards, or willing to work towards, a relevant accountancy qualification such as ACCA, CIMA or equivalent, or qualified by relevant experience.	D
Experience of producing, reviewing or supporting monthly management accounts, including variance analysis and clear commentary.	E
Experience of working with accounting or finance systems, with the ability to maintain accurate records, coding structures and financial data.	E
Experience of supporting budgeting and forecasting processes, and explaining movements against budget.	E
Experience of communicating financial information clearly to non-finance colleagues, including responding to queries and providing practical guidance.	E
Experience of charity finance, restricted and unrestricted funds, grant coding or donor reporting.	E
Experience of using Netsuite or a similar finance system.	D
Advanced working knowledge of Microsoft Excel, including functions such as lookups, pivot tables, data sorting and analysis.	E
Skills, knowledge and attributes	**E - Essential D - Desirable**
Strong analytical skills, with the ability to interpret financial data, identify key variances and present clear, practical insight.	E
Excellent attention to detail and accuracy, with a proactive approach to identifying and correcting errors.	E
Able to work collaboratively with Finance colleagues, budget holders and stakeholders, building trust and supporting shared understanding.	E
Confident communicator, able to explain financial information in a clear, accessible and supportive way to non-finance colleagues.	E
Well organised and able to manage deadlines during month-end, budgeting and forecasting cycles.	E
Curious and improvement-focused, with the ability to suggest practical enhancements to reporting, processes and financial insight.	E

Part 2: Duties and Key Responsibilities

6. Primary responsibilities

Essential duties and responsibilities include the following: Other duties may be assigned.

Management reporting and analysis *35%*

- Prepare consolidated monthly management accounts, providing accurate and timely information to monitor performance against budgets and forecasts.
- Produce clear variance analysis and commentary, identifying and explaining the key drivers behind movements in income, expenditure and staff costs.
- Support monthly financial review meetings by preparing relevant analysis, reports and insight for the Global Finance Business Partner and stakeholders.
- Prepare ad hoc reports and analysis as required, supporting effective financial decision-making across the organisation.

Data integrity and financial systems *25%*

- Work with the wider Finance team to ensure the accuracy and completeness of income and expenditure recorded within the finance system.
- Maintain coding structures, grant records and reporting frameworks within Netsuite
- Ensuring expenditure is allocated to the correct department, activity, funding source and budget line.

Budgeting and forecasting *20%*

- Support the Global Finance Business Partner with the annual budgeting process and periodic forecasting cycles.
- Monitor monthly staff costs against budget, investigate variances and update projected forecasts to reflect known changes.
- Support budget holders to understand financial performance and contribute to realistic and well-evidenced budgets and forecasts.

Stakeholder support and guidance *15%*

- Respond to financial queries from colleagues and provide clear guidance on coding, budget management and reporting requirements.
- Share knowledge and provide practical training or support to budget holders and colleagues to improve financial understanding and consistency.
- Build positive working relationships with stakeholders, supporting a collaborative finance business partnering approach.

Process improvement and finance projects *5%*

- Identify opportunities to improve management reporting, financial processes and the quality of insight provided to stakeholders.
- Provide support for finance-related projects and undertake additional duties appropriate to the role as required.

7. CIWF Values:

Core Values:

- Treats people with dignity & respect
- Maintains high ethical standards
- Demonstrates commitment to Compassion in World Farming’s mission and goals.

8. Additional Tasks:

To assist with other departmental duties where necessary, as listed below:

- Travelling internationally, as needed to fulfil your role.
- Sharing knowledge through formal and informal training sessions with staff and key stakeholders.
- Occasionally working outside standard office hours, in line with organisational procedures and requirements.
- Ensuring the health and safety of yourself and others in the workplace.
- Acting in accordance with Compassion in World Farming's Ethical Policy.
- Complying with data protection legislation and internal policies on privacy and information security.
- Delivering training on your areas of expertise when requested by your line manager or senior leadership.
- Undertaking other duties appropriate to your role, as required by your line manager.
- Actively promoting and supporting equality, inclusion, and diversity across the organisation.

Signature of Employee ………………………………………………. Date ………………………