

Soil Association Job Description

Job title	Management Accountant
Reports to	Group Finance Manager (Reporting & Analysis)
Location	Bristol with hybrid working (40% office based)
Department	Group Finance
Key relationships	Group Finance team Soil Association charity, Group Resources and Soil Association Land Trust budget holders
Job Purpose Job Summary	To provide dedicated Finance support to The Soil Association Land Trust charity, producing their monthly Management Accounts and annual statutory accounts and business partner with to the senior team. To provide business partnering support to the Group teams (Group CEO and Group Resources), calculate the budgeted Group recharge to subsidiary companies and perform the annual reconciliation of actuals to budget. To contribute to the Group Management Accounts and annual Group report and accounts as directed by the Group Finance Manager (Reporting & Analysis) with ability to provide cover in periods of absence. To provide business partnering and ad hoc reporting and analysis to allocated Soil Association charity budget holders.
Key responsibilities	Soil Association Land Trust financial support - Providing finance services to the The Soil Association Land Trust, which will involve: - Producing the Land Trust's monthly Management Accounts - Providing business partnering support to the senior Land Trust team and reporting to Trustees - Supporting with grant claims and monitoring and forecasting expenditure on restricted programmes Business Partnering - Acting as Finance Business Partner to the Group teams, made up of Group CEO and Group Resources (Group Resources Director, Finance, IT, People and Facilities teams) plus some allocated Charity teams, supporting with understanding of their Management Accounts, forecasting and budgeting.

	- Calculating the annual Group recharge budget and reporting variances on a quarterly basis, ahead of a year end reconciliation of actuals vs. budget. Monthly Group Management Accounts - Completing regular tasks as part of the monthly Group Management Accounts, including: - posting journal entries - reconciling balance sheet accounts - investigating variances to budget - updating regular reports to accompany the accounts - Able to cover production of the Group Management Accounts in the Group Finance Manager's absence. Group Year End and Audit - Creating the year end accounts for the Soil Association Land Trust - Acting as the main contact for The Soil Association Land Trust year end audit plus supporting with the Group year-end audit process, providing information and answering audit queries as required. - Producing some of the standalone notes to the Group accounts as directed by the Group Finance Manager (Reporting & Analysis). Office of National Statistics Reporting - Completing all Office of National Statistics returns by the given deadlines. Other tasks - Other ad hoc tasks as might be required, including deputising for the Group Finance Manager (Reporting & Analysis) in their absence and covering tasks for other team members in periods of planned or unplanned absence.
Qualifications	Qualified Accountant (ACA, ACCA, CIMA, CIPFA) or equivalent experience.
Knowledge and experience	Essential - Extensive accounting knowledge - Extensive experience of using mainstream accounting software - Extensive experience of year-end and of the annual external audit process.



	- Extensive experience of working with non-Finance colleagues to support them with their decision-making. - Substantial IT experience and a high level of Microsoft excel skills. Desirable - Extensive experience of Charity accounting and working with Charity SORP. - Extensive VAT knowledge, in particular relating to Charities.
Personal qualities and skills	- Enthusiastic and flexible, a good team player. - Organised with a focus on deadlines. - Good attention to detail and high level of accuracy. - Ability to work under pressure and prioritise workload. - Strong written and verbal communication skills - Good relationship builder, confident to provide a constructive level of challenge. - Pro-active in seeking feedback and asking for support when required. - Keen to continually improve the quality of reporting produced and identify more efficient ways of working.
Contract type	Fixed Term, 12 months
Band	C
Hours of work	35 hours per week, full time Part time – 28 hours per week (0.8 FTE) will be considered.
Probationary period	6 months
Notice period	2 months
Holidays	27 days per annum plus bank holidays, increasing with length of service
Produced by	James Broadway
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