



JOB DESCRIPTION

Job Title: Management Accountant

Group: Business and Administration

Salary Band: TBC

Reports to: Finance Manager

ROLE PURPOSE

To provide timely and accurate financial information to the senior management team

MAIN DUTIES AND RESPONSIBILITIES

- Preparation of consolidated monthly management account and statutory account
- Preparation of monthly cash flow forecast
- Assist in the preparation of forecast and annual budget
- Variance analysis
- Timely filing of VAT returns and EC sales list
- Working with key stakeholders
- Monitoring financial performance against budget
- Audit preparation

CANDIDATE PROFILE

- Be fully qualified - ideally ACCA, ACA or CIMA
- Demonstrate strong technical and analytical skills
- Have strong interpersonal and communication skills at all levels
- Demonstrate the ability to work to deadlines and under pressure
- Previous experience working in Charity sector



This job description and person specification are only an outline of the tasks and responsibilities required for the role. The job holder will carry out any other duties as may be reasonably be required by their line manager.