



Management Accountant

Job Description & Person Specification

Job Overview

As a newly qualified commercially minded Management Accountant with strong analytical skills you will play a key role in financial reporting, budgeting, forecasting and analysis, supporting decision-making processes that drive business performance.

Key Responsibilities

Financial Reporting & Analysis

- Prepare monthly management accounts including P&L, balance sheet and cash flow statements
- Conduct variance analysis and provide insightful commentary on financial performance
- Define and track KPIs to assess business performance
- Develop dashboards and reports for (real-time) decision making
- Assist in the preparation of board and management reports
- Develop and maintain financial models to support strategic decision-making

Budgeting & Forecasting

- Assist with annual budget preparation and periodic re-forecasting
- Monitor actual versus budget performance
- Highlight key trends and/or risks as well as financial performance to support strategic planning
- Work closely with department heads to provide financial guidance and support cost control

Business Partnering & Stakeholder Engagement

- Work closely with non-finance teams to provide financial insights and improve financial understanding across the business
- Provide Contract and Practice pricing and profitability analysis
- Support operational teams in evaluating cost efficiencies and identifying opportunities for improvement including new business opportunities
- Present financial data and analysis to senior stakeholders in an understandable and actionable manner
- Support efficiency improvements in areas such as purchasing and staffing levels including making data-driven decisions

Cost Control & Process Improvement

- Conduct profitability and cost analysis to identify savings opportunities
- Support process automation and efficiency improvements within the Finance Department
- Assist in reviewing and improving internal controls and financial procedures to reduce fraud and errors
- Drive automation and digital transformation in the Finance function

Month-End & Year-End Processes

- Ensure timely and accurate completion of month-end processes including accruals, prepayments and reconciliations
 - Support external audits, liaising with auditors and providing necessary documentation
 - Ensure compliance with relevant accounting standards and regulatory requirements
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Person Specification

Qualifications & Experience

- Recently qualified accountant (ACA, ACCA, CIMA)
- Experience in management accounting either through previous roles or as part of training
- Strong technical accounting knowledge and familiarity with UK GAAP
- Proficiency in financial systems (notably Sage Intacct) and advanced Excel skills

Personal Attributes

- Strong analytical and problem-solving skills
- Excellent attention to detail and ability to work under pressure
- Strong communication skills with the ability to explain financial concepts to non-finance stakeholders
- A proactive and inquisitive mindset, eager to improve processes and add value
- Ability to manage multiple tasks and meet tight deadlines