

JOB DESCRIPTION

JOB TITLE: Management Accountant

DATE: June 2026

OVERALL PURPOSE OF THE JOB

- Working with the operational and strategic leadership of the Trust from development of budget to delivering results, providing financial insight which supports decision making and drives financial performance.

REPORTING TO: Head of Finance

REPORTING TO JOB HOLDER: None

MAIN DUTIES

Business partnering – build trusted relationships with budget holders across the organisation, establishing the role as a key contact point for queries around results, financial insights and analysis. Complete accurate variance analysis to identify key information and trends, and subsequently facilitate regular review meetings with budget holders.

Monthly management accounts – work with the Head of Finance to prepare the monthly management account pack in line with agreed timescales. This includes stock, accruals, prepayments, restricted fund accounting, payroll recharges, balance sheet reconciliations and any other necessary entries required to reflect an accurate financial position of the Trust.

Budget setting – play a key role in the annual budgeting and forecasting processes across the Trust and its subsidiaries, including the impact on restricted and unrestricted funds. Responsibility for working with Trust leadership to collate, verify and consolidate information.

Restricted fund accounting - work alongside the Head of Finance, Fundraising team and the Programme Management team to develop and refine restricted fund processes and ensure funds are accurate within the accounting system.

VAT – monthly review of all VAT transactions to identify and proactively resolve any issues, and the quarterly preparation of the VAT return for review by Head of Finance.

Capital accounting & fixed assets – management of the fixed asset register and production of regular capital reporting and annual budgets.

Continuous improvement – use initiative and technical expertise to play a key role in identifying and implementing improvements and efficiencies of processes, increasing the value added by the Finance function.

Year End – support the Head of Finance with closing out the year and with audit fieldwork, providing relevant key schedules and deliverables as required.

Other ad-hoc duties - undertake other ad hoc duties and projects as agreed with the Head of Finance.

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

Fully qualified accountant (ACA, CIMA, ACCA or equivalent).

Outstanding interpersonal skills with the ability to clearly translate financial data and concepts to non-finance colleagues.

Advanced excel and financial software skills.

Experience of producing management accounts, financial analysis, budgets and forecasts in environments with defined month end closes.

Confident understanding of basic VAT.

Pro-active, analytical and problem-solving skills with a curious mindset.

Excellent time management with the ability to successfully juggle multiple tasks within given deadlines.

Ability to use initiative as well as work collaboratively within a team.

DESIRABLE REQUIREMENTS

Experience using Xledger accounting software.

Experience with partial VAT exemption.

Knowledge of charity accounting.

An interest in wildlife conservation.