



Job Description – Management Accountant

Reporting to	Head of Finance
Based	Wirral Head Office / Hybrid
Hours	35 per week
Salary	£42,000 per annum
Contract	Permanent

Purpose of the Role

The Management Accountant will play a key role in delivering high-quality financial management, reporting and business partnering across the organisation.

The postholder will take ownership of the monthly management accounts process, providing accurate and timely financial information, insightful analysis and robust forecasts to support effective decision-making.

Working closely with budget holders, Heads of Service and the Head of Finance, the role will provide constructive financial challenge, improve financial accountability and ensure that financial risks and opportunities are identified and understood.

The role will also provide financial support across key housing association activities, including rent and service charge setting, development and asset investment, and value for money.

Key Responsibilities

Management Accounts & Financial Reporting

- Lead the monthly management accounts process, ensuring accurate and timely reporting in accordance with the agreed month-end timetable.
- Prepare and review journals, accruals, prepayments, income recognition and other month-end adjustments.
- Produce monthly management accounts and financial performance packs for review by the Head of Finance.
- Provide clear and meaningful variance analysis and commentary, identifying the underlying drivers of financial performance.
- Maintain oversight of balance sheet reconciliations, investigating and resolving outstanding items.
- Produce monthly cash flow reporting for review by the Head of Finance.
- Ensure the integrity and accuracy of financial information across the general ledger and management reporting.
- Maintain strong financial controls and support continuous improvement across month-end and reporting processes.

Budgeting & Forecasting

- Play a key role in the annual budget-setting process, working directly with budget holders to develop robust and evidence-based budgets.
- Lead regular forecasting with budget holders, ensuring forecasts reflect current operational activity, commitments, risks and opportunities.
- Analyse key cost and income drivers and provide insight into trends and areas requiring management action.
- Challenge budget assumptions and forecasts constructively to improve financial accountability and forecast accuracy.
- Monitor financial performance against budget and forecast and escalate significant variances or emerging pressures.

Business Partnering

- Build strong working relationships with budget holders, Heads of Service and managers across the organisation.
- Hold regular budget meetings, providing clear financial advice, challenge and support.
- Help managers understand the financial implications of operational decisions and identify appropriate actions.
- Translate financial information into clear, accessible information for non-finance colleagues.
- Promote ownership and accountability for budgets across the organisation.

Housing, Rent & Service Charge Accounting

- Support the Head of Finance with annual rent setting, including modelling rent increases and assessing the financial impact of changes in government policy and regulation.
- Monitor rent, service charge and other property-related income against budget and forecast.
- Support preparation and financial validation of annual rent and service charge notices.
- Maintain awareness of the Regulator of Social Housing's Rent Standard and relevant regulatory requirements affecting rent and income.
- Support financial analysis relating to housing management, repairs, maintenance and asset investment.
- Provide financial information and analysis to support regulatory returns and Value for Money reporting where required.

Financial Control, Year-End & Audit

- Maintain robust financial controls and ensure compliance with financial policies and procedures.
- Ensure balance sheet reconciliations are completed accurately and within agreed deadlines.
- Investigate and resolve reconciliation issues and aged balances.
- Support the year-end accounts process, including preparation of reconciliations, schedules and audit working papers.
- Work with external auditors to respond to queries and provide supporting financial information.
- Support the Head of Finance in maintaining an effective financial control environment.
- Identify weaknesses or inefficiencies in existing processes and recommend practical improvements.

Financial Systems, Data & Continuous Improvement

- Use financial systems and data effectively to improve the quality and efficiency of financial reporting.
- Improve the use of Excel and other reporting tools to reduce manual processes and strengthen financial analysis.
- Ensure financial data is accurate, consistent and appropriately reconciled.
- Contribute to the continuous development of budgeting, forecasting and management reporting processes.
- Support improvements to finance systems, processes and controls.

Team Development

- Work collaboratively across the Finance Team to ensure effective delivery of the finance function.
- Provide guidance and support to Finance Assistants and Finance Officers undertaking month-end and reconciliation activities.
- Review work where appropriate and support the development of financial skills within the team.
- Share knowledge and contribute to improving processes and ways of working.
- Take responsibility for own professional development and maintain up-to-date technical knowledge.
- Undertake other duties appropriate to the level and scope of the role as directed by the Head of Finance.

Person Specification

Essential – Qualifications & Experience

- Part-qualified accountant (CIMA, ACCA or ACA), actively studying towards full professional qualification or QBE.
- Strong management accounting experience, including preparation of monthly management accounts.
- Experience of month-end processes including journals, accruals, prepayments and balance sheet reconciliations.
- Experience of budgeting, forecasting and variance analysis.
- Experience working directly with budget holders and providing financial advice and constructive challenge.
- Experience producing meaningful financial analysis and management information.
- Experience using financial accounting systems and extracting and analysing financial data.
- Strong Excel skills, including the ability to manipulate and analyse large volumes of financial data.

Essential – Knowledge & Skills

- Strong understanding of management accounting principles and financial controls.
- Excellent analytical and problem-solving skills with the ability to identify trends, risks and anomalies.
- Ability to interpret financial information and communicate the key messages clearly.
- Strong attention to detail while maintaining an understanding of the wider financial and organisational picture.
- Ability to constructively challenge assumptions and financial performance.
- Ability to communicate confidently with both financial and non-financial colleagues.
- Strong organisational skills with the ability to manage competing priorities and meet reporting deadlines.
- Ability to work independently, take ownership of responsibilities and proactively resolve issues.

Desirable

- Experience working within a housing association, social housing provider or similarly regulated organisation.
- Understanding of housing association finances and the key financial drivers affecting the sector.
- Knowledge of rent setting and the Regulator of Social Housing Rent Standard.
- Experience of service charge budgeting, accounting or reconciliation.
- Understanding of repairs, maintenance and asset investment within a housing environment.
- Awareness of Regulator of Social Housing requirements and Value for Money metrics.
- Experience supporting statutory accounts preparation and external audit.

Personal Attributes

- Commercially and financially aware with a strong sense of ownership.
- Confident in providing constructive challenge while maintaining positive working relationships.
- Proactive and solutions-focused.

- Able to work independently and use professional judgement.
- Collaborative and approachable, with a strong business-partnering mindset.
- Curious and willing to understand the operational activity behind the financial results.
- Committed to accuracy, accountability and continuous improvement.
- Flexible and able to adapt to changing organisational priorities.
- Committed to equality, diversity and inclusion.

Management Accountant

Location: Wirral Head Office / Hybrid

Hours: 35 hours per week

Contract: Permanent

Reporting to: Head of Finance

About the Role

We are looking for an experienced and proactive **Management Accountant** to join our Finance Team and play a key role in delivering high-quality financial management, reporting and business partnering across the organisation.

Reporting to the Head of Finance, you will take ownership of the monthly management accounts process, providing accurate and timely financial information, insightful analysis and robust forecasts to support effective decision-making.

This is a varied and influential role, working closely with budget holders, Heads of Service and managers across the organisation. You will provide constructive financial challenge, strengthen financial accountability and ensure that financial risks and opportunities are clearly identified and understood.

You will also provide financial support across key housing association activities, including **rent and service charge setting, development and asset investment, repairs and maintenance, and value for money.**

Key Responsibilities

You will:

- Lead the monthly management accounts process, ensuring accurate and timely reporting.
- Prepare and review journals, accruals, prepayments, income recognition and other month-end adjustments.
- Produce monthly management accounts, financial performance packs, variance analysis and commentary.
- Maintain oversight of balance sheet reconciliations and investigate and resolve outstanding items.

- Produce monthly cash flow reporting and support a strong financial control environment.
- Play a key role in annual budgeting and regular forecasting, working closely with budget holders.
- Analyse financial performance, trends, cost and income drivers, risks and opportunities.
- Provide constructive financial challenge and help managers understand the financial implications of operational decisions.
- Build strong relationships with budget holders, Heads of Service and managers across the organisation.
- Support annual rent setting, service charge accounting and analysis of property-related income.
- Provide financial analysis relating to housing management, repairs, maintenance and asset investment.
- Support year-end accounts, audit processes, reconciliations and preparation of audit working papers.
- Identify opportunities to improve financial systems, processes, controls and reporting.
- Use Excel and financial systems effectively to improve the quality and efficiency of financial analysis.
- Provide guidance and support to Finance Assistants and Finance Officers and contribute to the development of the wider Finance Team.

About You

We are looking for someone who is commercially and financially aware, analytical and confident in working with colleagues across an organisation.

You will be **part-qualified (CIMA, ACCA or ACA), actively studying towards a full professional qualification, or QBE**, with strong management accounting experience.

You will have:

- Strong experience preparing monthly management accounts.
- Good knowledge of month-end processes, including journals, accruals, prepayments and balance sheet reconciliations.
- Experience of budgeting, forecasting and variance analysis.

- Experience working directly with budget holders and providing financial advice and constructive challenge.
- Strong analytical and problem-solving skills, with excellent attention to detail.
- The ability to interpret financial information and communicate key messages clearly to both finance and non-finance colleagues.
- Strong Excel skills, including the ability to manipulate and analyse large volumes of financial data.
- Experience using financial accounting systems and extracting and analysing financial data.
- Excellent organisational skills and the ability to manage competing priorities and meet deadlines.
- A proactive, solutions-focused approach and the ability to work independently and use professional judgement.

It would be advantageous if you also have:

- Experience within a housing association, social housing provider or similarly regulated organisation.
- Knowledge of housing association finances and the financial drivers affecting the sector.
- Experience of rent setting, service charge accounting or reconciliation.
- Knowledge of the Regulator of Social Housing's Rent Standard and relevant regulatory requirements.
- Experience relating to repairs, maintenance and asset investment.
- Awareness of Value for Money requirements and metrics.
- Experience supporting statutory accounts preparation and external audit.

What We're Looking For

Above all, we are looking for someone who takes ownership, is curious about the operational activity behind the numbers and enjoys working collaboratively with colleagues to improve financial performance.

You will be confident enough to challenge constructively, while building positive and trusted relationships. You will be committed to accuracy, accountability and continuous improvement, and share our commitment to **equality, diversity and inclusion**.

Equality, Diversity & Inclusion

We are committed to creating an inclusive workplace where everyone is valued, respected and able to reach their full potential.

We warmly welcome applications from people from minority ethnic backgrounds and other underrepresented groups. We particularly encourage applications from candidates who can bring different perspectives, experiences and ideas to our organisation.

We are committed to ensuring that recruitment is fair, inclusive and based on skills, experience and potential.

Interested?

If you are an experienced management accountant looking for a role where you can make a genuine difference, build strong relationships across an organisation and contribute to the continued development of a high-performing Finance Team, we would love to hear from you.

Apply now to join our team as Management Accountant.