



**Brain Tumour  
Research**

Together we will find a cure

## **Brain Tumour Research - Job Description**

### **Management Accountant**

**Job Purpose:**

The Finance Team supports the organisation with robust and insightful analysis to enable managers to make agile and well-informed decisions towards the charity's objectives. This role is responsible for the delivery of that management reporting, anticipating and responding to the needs of the Leadership Team.

**Reports to:**

Head of Finance and Accounting

**Direct Reports:**

Two Assistant Management Accountants

**Location:** Head office in Milton Keynes – hybrid working (minimum of 3 days in the office)

**Hours:** Full-time, 35 hours per week

**Requisite Skills and Experience:**

You will have direct experience of financial planning and analysis and hold a recognised accountancy qualification (CIMA/ACCA/ACA/CA) or be qualified by experience. You will be naturally curious and analytical with strong related IT skills and have a high attention to detail. You will possess excellent verbal and written communication and influencing skills and the ability to interact professionally at all levels of an organisation. You will be eager to work proactively and manage/develop a team, as well as demonstrate well-developed planning and organisational abilities. Previous experience working in a UK charity would be an advantage but is not essential.

**Main duties:**

1. Lead and manage a team in contributing efficiently and effectively towards organisational success.
2. Lead the provision of timely and accurate organisational financial information including income and expenditure reporting, monthly management accounts, providing insightful analysis, commentary and opinion, as well as ad hoc reporting required by the Leadership Team.
3. Lead the provision of timely and accurate project/campaign performance reporting and forecasting to facilitate/influence tactical decision making, optimise income generation in current and future activities.
4. Develop and maintain financial forecasting to support tactical and strategic financial and organisational planning. Contribute to the annual budgeting and planning process.
5. Meet with senior leaders to review budget reporting to ensure spend is well managed and forecasted.

6. Support the production of the annual statutory accounts and the associated external audit, liaising with auditors and responding to their requirements.
7. Plan and coordinate the month end close process across the finance team, monitoring performance and implementing learning for improvement. Responsible for month end journals and balance sheet reconciliations including in the areas of payroll, stock, accruals and prepayments.
8. Prepare and submit monthly Gift Aid claims and quarterly VAT returns.
9. Work with the Head of Finance and Accounting and Financial Accountant to improve internal efficiency and effectiveness across team operations and processes.
10. Deputise for the Head of Finance and Accounting where necessary and appropriate, and provide cover for other team members when on leave.