

Management Accountant

Role Profile

Job Title: Management Accountant

Benefits: Pension at 5%, 32 days annual leave including Bank Holidays

Hours: 25 hours per week, Monday – Friday

Location: Marwell Wildlife

Reports to: Financial Controller

Role Purpose and Role Dimensions: To prepare financial and non-financial reporting for the group (comprising the charity, Marwell Wildlife and its trading subsidiary, Marwell Services Limited) and financial analyses to support strategic decision-making in the organisation.

The Role

- Preparing the monthly management accounts, variance analysis and commentary including departmental analyses.
- Reporting on financial and non-financial KPIs such as classroom attendance numbers, guest demographics and feedback, media coverage, TripAdvisor ratings versus competitors, workforce composition.
- Setting up budget templates, consolidating cost centre submissions and tracking changes.
- Providing training and support for cost centre managers to assist them with understanding their monthly financial reports and preparing their budgets and forecasts.
- Maintaining the medium and long term cashflow forecasts to support decision-making processes on future developments.
- Supporting the Projects Manager to track expenditure on large capital projects.
- Preparing spend per head and profitability calculations for commercial activities undertaken by the trading subsidiary.
- Ad-hoc reporting on donation and grant funded projects undertaken by the Conservation department.
- Preparing information for the annual audit, setting up workbook files and contributing to the statutory accounts.
- Supporting HR and operational departments with staff salary modelling.
- Providing cover for the cash office Finance Assistant when absent (shared responsibility with Finance colleagues and involves preparation of floats and banking).

- Working with the Financial Controller to automate manual processes (eg income entry, purchase orders and expenses) and to monitor financial information systems.
- Assisting the Finance Director and Financial Controller to develop and maintain strong controls and draft guidance for departmental managers and staff as required.

The Candidate

Qualifications & Experience

- Prior experience of working in a finance department including preparing management accounts.
- Be working towards a relevant accountancy qualification (ACA, ACCA or CIMA) or qualified by experience.
- Strong IT skills, with experience of using finance systems and intermediate to advanced Excel.
- Adaptable, able to work on own initiative and under pressure and to deadlines.
- Excellent communication, interpersonal and team skills; high levels of enthusiasm and energy.