

Financial Accountant

An exciting opportunity has arisen for a Financial Accountant to join our Finance Team on a full-time, permanent basis, working 35 hours per week, Monday-Friday.

Salary £35,000 per annum.

Working as part of small team, this role will suit a meticulous and detail-oriented person. You need to be adaptable and able to deliver high quality work to deadlines, with strong communication, interpersonal and team skills.

The role will include preparing and submitting VAT returns and gift-aid reclaims, maintaining forecast financial information and assisting with month management accounting.

The successful candidate will have prior experience in a similar role and be qualified or working towards a qualification in ACA, ACCA or CIMA. You need to possess strong IT skills, intermediate to advanced skills in Excel, with SAGE experience preferred.

If you would like to join our unique and vibrant organisation to become a part of the Marwell Family, please view the full candidate brief below and send a completed application form to jobs@marwell.org.uk.

Closing Date: Wednesday 18 March 2026

Interview Date: Thursday 26 March 2026

Financial Accountant

Role Profile

Job Title: Financial Accountant

Salary: £35,000

Benefits: Pension at 5%, 33 days annual leave including Bank Holidays

Hours: 35 hours per week, Monday – Friday

Location: Marwell Wildlife

Reports to: Finance Director (FD)

Role Purpose and Role Dimensions: Prepare financial and non-financial reporting as required and support the budget and forecast processes

The Role

- Maintain forecast financial information with the direction of the FD
- Assist with the annual budgetary process as required by the FD
- Assist with monthly management accounting as required
- Review balance sheet accounts including suspense and payroll control accounts
- Prepare and submit VAT returns under partial exemption method
- Prepare and submit gift-aid reclaims and ensuring data is compliant with HMRC guidance
- Support HR with monthly payroll process to include liaising with payroll bureau, prepare and submit salary BACS transfer for Director's approval
- Prepare and submit P11D returns and PSA reporting if required
- Supervise credit card, cash advances and expenses system to ensure supporting documentation is provided on timely basis and issues escalated as necessary
- Act as system administrator for Sage, including maintaining cost centre and nominal ledger structures
- Act as system administrator for online banking system
- Act as system administrator for purchase ledger document management system
- Act as administrator for corporate credit card account
- Other reasonable projects and requests as required by the FD

The Candidate

Qualifications & Experience

- Prior experience in a similar role
- Qualified or working towards qualification in ACA, ACCA or CIMA
- Possess strong IT skills, intermediate to advanced Excel, SAGE experience preferred
- Previous collaborative working with HR on Payroll and Pension functions
- Adaptable and able to deliver high quality work to deadlines
- Strong communication, interpersonal and team skills