



Senior Management Accountant



37.5 hours per week



Reports to Head of Finance



Basic DBS



Fully qualified accountant/Finalist



Draycott House, Bristol/Hybrid

Purpose:

The Senior Management Accountant plays a central role in ensuring the quality, accuracy and integrity of Brandon's financial information. Working closely with the finance leads, Income team, Finance Business Partners and the wider Finance team, the role leads the Management accounting team, oversees core financial ledgers, and ensures strong financial controls. The post holder drives continuous improvement through technology, delivers accurate and timely management reporting, and supports managers across the organisation to make informed financial decisions.

Objectives:

Financial Control and Ledger Management

- Maintain the integrity and reliability of Brandon's balance sheet and key financial ledgers, including Sales Ledger, Purchase Ledger, Cashbooks, Fixed Asset Register and General Ledger.
- Maintain a robust financial control framework, reviewing and simplifying financial processes and embedding controls that support consistent, compliant practice across the Finance department.
- Lead the delivery of an efficient and timely month-end close and ensure accurate internal accounting processes.

Management Reporting and Performance Insight

- Produce high-quality monthly, quarterly and annual financial reports.

- Drive organisational performance through selecting and monitoring financial and non-financial KPIs.
- Review monthly financial performance with budget holders, highlighting risks, opportunities and potential efficiency improvements.
- Support tactical and strategic planning across budgeting, control, resource management, and capital investments.

Budgeting and Forecasting

- Lead the planning and coordination of the delivery of the annual budget and quarterly forecasting processes.
- Work collaboratively across departments to develop realistic and informed forecasts
- Support the design and continual refinement of forecasting models used across the organisation together with the Financial Business Partners.

Data, Digital Tools, Visualisation and Automation

- Analyse and evaluate financial and operational data using appropriate systems and digital tools.
- Present financial information clearly to non-finance colleagues.
- Champion data-driven decision making by applying digital tools, automation and advanced analytics.
- Use technology to simplify and streamline processes, and support non-finance managers in interpreting data.
- Support ongoing evolution of finance systems and contribute to organisational digital strategy.

Audit and Compliance

- Plan and prepare for the annual statutory audit, ensuring complete and accurate evidence packs for asset valuations and balance sheet items.
- Manage areas of VAT, PAYE and tax reporting as required.

Financial Ledgers

- Oversee day-to-day ledger activity and ensure accurate, timely recording across core accounting systems.
- Implement process improvements and automation to reduce duplication and unnecessary activity.
- Manage expenses systems and fortnightly payment runs.

Management Accounting

- Produce accurate and timely management accounts and operational performance reports.
- Reconcile monthly Income variations to contract changes
- Provide analysis, guidance and financial insight to budget-holding managers.

- Support decision-making relating to capital projects and investment proposals.

Leadership and Team Development

- Lead, mentor and inspire the Central Finance team, ensuring high standards of technical competence and professional development.
- Line manage the Management Accountant, ensuring strong performance and coordinated delivery.

Other Duties

- Support special projects initiated by senior leadership.
- Maintain effective working relationships across the Finance team and with internal stakeholders.

Key Relationships

- Head of Finance
- Income Manager
- Finance Business Partners
- Management Accountant Team
- Internal Customers and Stakeholders
- Commissioners and suppliers
- Finance Team
- Auditors and external advisors

Skills and behaviours you need for this role

CORE SKILLS

Skill	Level required for role					What this means
Data Literacy						People at this level embed data analytics and GDPR compliance into corporate governance, ensuring data-driven decision-making, innovation, and legal adherence
Digital Skills						People at this level develop and implement digital transformation strategies, ensuring long-term technology adoption, cybersecurity, and business innovation.
Governance and Compliance						People at this level shape governance and compliance strategies, ensuring organisational resilience, ethical leadership, and regulatory accountability
Commercial Awareness						<p>People at this level lead financial planning and support responsible budget management. They make sure money is used wisely and in line with organisational goals.</p> <p>Budget Control: Responsible for budget setting, tracking, and reporting for their area, ensuring financial efficiency and accountability</p>
Inclusion						People at this level champion inclusion at an organisational level, aligning it with culture, strategy, and impact.
Health and Safety						People at this level use health and safety rules in their everyday work and help maintain a safe and healthy environment.

BEHAVIOURS - VALUES

Behaviour	Level required for role					What this means
Equip						People at this level embed a culture of preparation, access, and consistency across the entire organisation.
Involve						People at this level embed a culture of involvement, ensuring engagement and inclusivity are core organisational values.
Support						People at this level embed support, advocacy, and community-building into the organisation's culture and long-term strategy.
Recognise						People at this level embed a culture of clear communication, active listening, and responsiveness across the organisation.
Challenge						People at this level shape the organisation's strategic approach to risk, accountability, and adaptability, ensuring long-term resilience and innovation.

SPECIALIST SKILLS

Behaviour	Level required for role					What this means
Financial Planning and Analysis						People at this level lead FP&A activity for a business area, ensuring robust insight and future-focused recommendations.
Budgeting and Forecasting						People at this level lead budgeting and forecasting for their area and improve processes.
Financial Control, Governance & Compliance						People at this level own the organisation's internal control and compliance environment, ensuring financial integrity.
Financial Accounting & Reporting						People at this level ensure reporting meets governance, investor and regulatory expectations.
Cost Management & Value Optimisation						People at this level design cost frameworks and drive enterprise-wide efficiency.
Treasury, Cash & Working Capital Management						People at this level carry out treasury activities accurately and support cashflow reporting.
Systems Data and Digital Finance						People at this level shape digital finance strategy and ensure system efficiency and accuracy.
Procurement & Commercial Governance						People at this level lead procurement activity for strategic areas.
Excel & Analytical Tools						People at this level embed analytical capability as a strategic enabler.
Business Partnering & Communication						People at this level act as trusted advisors, supporting performance improvement.

COMPETENCIES – General Skills

Behaviour	Level required for role					What this means
Analytical Thinking						People at this level embed analytical thinking into the organisation's long-term strategy.
Attention to Detail						People at this level embed accuracy and quality assurance across teams and core processes.
Integrity						People at this level set and enforce high standards of integrity across teams or departments.
Judgement						People at this level use judgment to shape long-term business direction and corporate strategy.
Planning and Organising						People at this level develop and enforce planning strategies to enhance productivity and efficiency.
Problem Solving						People at this level lead teams in solving complex problems with innovative solutions.
Reliability						People at this level embed reliability as a cultural and operational value, ensuring long-term trust, accountability, and delivery across the organisation.

Teamwork						People at this level lead and develop high-performing teams, fostering a culture of collaboration.
Time Management						People at this level embed effective time and resource management into organisational strategy, structures, and leadership culture.
Writing and Reporting						People at this level use written communication to drive business influence at the highest level.

Management and Leadership Skills

Behaviour	Level required for role					What this means
Coaching and Mentoring						People at this level use coaching and mentoring as part of their leadership approach. They help build strong performance, support career growth, and improve team engagement
Team building						People at this level help create a positive team environment by building trust, supporting teamwork, and helping resolve issues.
Performance Management						People at this level integrate performance management into organisational success, ensuring continuous development and accountability.
Employee Engagement						People at this level design and lead engagement approaches that build motivation, strengthen trust, and support high team performance.
Workforce Planning and Development						People at this level understand that workforce planning and development are important, but they need support to apply them in their work.
Conflict Resolution						People at this level handle complex conflicts, support others to resolve disagreements, and help create a workplace culture where issues are dealt with constructively.
Inclusive Leadership						People at this level ensure EDI is embedded into corporate governance and strategic business success.
Empowerment and Delegation						People at this level embed empowerment and delegation into business leadership strategies
Psychological Safety and Wellbeing						People at this level ensure well-being and psychological safety are embedded into organisational leadership and culture