

Management Accountant – Job Description

Job title	Management Accountant
Location	Our main working hub is in Sheffield, South Yorkshire. All staff have the freedom and flexibility to work in a hybrid way, combining face to face and home working. However we do require all staff to travel to Sheffield regularly for meetings, workshops and events at least twice per month. Travel to Sheffield to fulfil your role duties is considered normal commuting and the costs or time will not be reimbursed.
Hours	Part-time (3 Days – 22.5 hours/week) *Flexibility of working patterns may be discussed with candidates if required
Reports to	Associate Director of Finance
Staff responsible for	N/A
Date	August 2026
Salary	£35,000 – £42,000 (pro rata for part time: £21,000 to £25,200)

Benefits	• 30 days holiday per year plus statutory bank holidays (pro rata for part time) • 10% Employer contribution to a personal stakeholder pension scheme (when you contribute 5%) • Option to exchange 5% of your pension contribution for a 4.11% salary increase (offered as an opt in programme twice a year) • Up to £250 contribution for work related training • Life assurance (4 x salary) and income protection • Enhanced sickness and maternity pay (subject to qualifying criteria) • Confidential Employee Assistance helpline • Flexible working hours and hybrid working • All employees with contracts of six months or more are invited to be a Member of the Good Things Foundation Staff Led Mutual. This gives you voting rights for Staff Board Directors and at the AGM (Annual General Meeting)
Job Purpose	The Management Accountant will play a vital role in ensuring Good Things Foundation's management accounting function remains robust, being responsible for the production of accurate, timely monthly management accounts that meet the needs of the Board, Senior Management Team ("SMT"), and budget holders. Working closely with the Associate Director of Finance, you will assist with annual budget preparation, performance monitoring, and the management of the organisation's insurance renewals and employee pension schemes. You will also work closely with the Finance Officer to ensure the accurate and efficient processing of financial transactions. Good Things Foundation's finance function is a small team that provides all accounting functions. All members of the team provide cover for each other and work together to meet deadlines and support the organisation. We are looking for someone who is a team player and is happy to contribute to all aspects of the finance function from processing transactions, paying invoices, managing controls and reconciliations, producing management accounts and creating budgets.

Key Objectives and Responsibilities

Financial Management and Accountancy

- To produce accurate and timely management accounts including processing transactions, that meet the needs of the Good Things Foundation boards, SMT and budget holders
- Provide commentary and analysis on the monthly management accounts for the Associate Director of Finance, highlighting, trends, performance versus budget / latest forecast and risks and opportunities
- Support the Associate Director of Finance in preparing the annual budget, with responsibility for budget preparation for certain cost lines
- Prepare and submit information required by external payroll provider on a monthly basis
- Management of the organisation's pension scheme, including set-up of new joiners and providing the required information to the external pension provider
- Managing the organisation's annual insurance renewal process, including liaising with the external broker, ensuring we have sufficient cover in place
- To work with budget holders to ensure that their transactions are accurately recorded, that they have the information they need to control their budget areas and appropriate variance explanations are given
- To support project managers in managing project budgets providing project financial information as required, producing grant claims and invoices
- To manage the Good Things Cashflow ensuring we have the funds in the bank to meet our needs and maximise returns on our investments
- To ensure accurate, authorised payments are made on time including payroll, PAYE and pension and VAT
- To ensure appropriate financial controls are in place, to produce and or review regular reconciliations including intercompany accounts and other balance sheet items
- Work with the Network Managers to ensure grants are paid as our funding programmes require and unused grants are effectively reclaimed.
- To ensure accurate treatment of VAT and to produce the VAT returns for sign off by the Associate Director of Finance
- Ensure we comply with best practice in charity accounting and meet the requirements of funders and the Charity Commission

- Work with staff across the organisation to cost our products and services and to develop bid budgets and funding proposals
- Support the Associate Director of Finance in preparing for the year end audits
- Prepare and manage all project funding audits, ensuring all funding audits and claim processes are completed in line with our funding obligations;
- To produce ad hoc reports as required by the SMT for funders and other stakeholders.
- To carry out other finance jobs consistent with this role as directed by the Associate Director of Finance

Person Specification

Good Things Foundation Behaviours	• We are collaborative • We are positive • We are creative • We are people focussed • We are curious These behaviours reflect us as an organisation and focus our work inside Good Things Foundation and our relationship with partners.
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Criterion	
We recognise that everyone has the potential for growth, and we welcome applications from candidates who can demonstrate that they have some, but not necessarily all, of the experience and personal attributes listed here.	
Experience	Essential • Extensive experience of carrying out a wide range of end to end management accounting functions for SMEs – from posting transactions, implementing relevant controls and drafting management accounts Desirable • Experience of partial exemption and other VAT complexities • Experience of charity accounting • Experience of using Google workspace • Experience in delivering continuous improvement in financial

	processes
Personal attributes	• Commitment and alignment to Good Things Foundation's objectives, goals and values
Knowledge and skills	• Sage or similar accounting software • VAT recording, reconciliation and submission • Use of office IT including excellent spreadsheet skills • Excellent interpersonal skills • Attention to detail • Good communications skills
Experience, Education and Qualifications	• Fully qualified accountant, either by experience (Minimum 3 years plus in comparable role) or a recognised accounting qualification (CIMA, CPA e.t.c)
Other requirements	• To demonstrate a commitment to safeguarding vulnerable adults • To comply with our organisational Safeguarding Policies and Procedures • To satisfy our pre-employment checking process (see below) • To comply with our information security and data protection policies and procedures • The role holder must share Good Thing Foundation's commitment to equity, diversity and inclusion and accessibility, and we would particularly like to hear from candidates whose professional and personal experience will bring new perspectives, understanding and capacity to the organisation

Equity, diversity and inclusion is at the heart of Good Things Foundation's vision for a world where everyone benefits from digital. We believe that digital technology can support equality of opportunity, and ensure everyone can participate fully in today's society. Working towards this vision is only possible if Good Things Foundation is an organisation that is diverse and inclusive of all people. Our organisational values underpin our equity, diversity, and inclusion commitments. It is only through promoting inclusion that we can truly embody its values of being people-focused and collaborative. Being creative is a core value for Good Things Foundation and we understand that having a diverse workforce drives innovation and creativity. As an organisation, we are committed to ensuring that individual contributions are encouraged and valued. We recognise the significant benefits that can be achieved from striving towards a workforce that represents our partners in thousands of communities across the UK and further afield.



Here at Good Things Foundation, we work with vulnerable adults and are fully committed to ensuring their safeguarding and welfare at all times, in line with our Safeguarding Policy and Procedures. All of our employees, contractors and volunteers will be expected to comply with the policy and procedures. Upon a conditional offer of appointment being made, all employees will also be required to satisfy our pre-employment screening process which for this position, will include:

- An identity check (photo ID)
- Receipt of two satisfactory references
- Documentary evidence of right to work in the UK
- Potential Social Media Screening
- Potential Finance Check
- Potential Disclosure and Barring Service Standard check (DBS).