

Job Description

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| Title: | Management Accountant |
| Line Managed by: | Head of Finance |
| Overall responsibility: | Provision of corporate management information |
| Hours: | 35 hours per week |
| Salary: | £35,000 - £40,000 Depending on experience |
| Holiday Entitlement: | 30 days paid holiday per annum pro rata, inclusive of eight Statutory Bank Holidays, increasing by one day for each year of service from 1st September up to a maximum of 35 days per annum. |

About National Centre for Circus Arts

The National Centre for Circus Arts is a registered charity and an independent Higher Education provider registered with the Office for Students, and is one of Europe's leading providers of circus arts training. For the past 30 years, we have provided emerging and professional circus artists, directors and choreographers access to vital space and support to train, experiment and share ideas.

Our diverse range of work includes BA degree-level education in Circus Arts which is supported at either side by a structured training programme for under-18s and professional development opportunities for aspiring and established performers. Adults and young people can enjoy recreational classes and occasional performances. Our national role increasingly sees us supporting and mentoring circus artists and organisations nationwide as we seek to develop and mature our remarkable art form. We also run high-profile corporate events and hires to further increase our revenue.

PURPOSE OF THE JOB

To manage the day-to-day operations of the finance function, taking lead responsibility for the preparation and integrity of the management accounts. Working closely with the Head of Finance, the Management Accountant ensures that financial processes, controls, and reporting across the National Centre for Circus Arts group are robust, accurate, and delivered to a high standard. The role acts as a key point of contact for budget holders and other internal stakeholders on financial matters.

RESPONSIBILITIES

Management Accounts and Reporting

- Prepare NCCA's draft monthly management accounts, working with the Finance and Administration Officer to ensure that all transactions have been accurately recorded prior to close.
- Support the Head of Finance in presenting management accounts to the Executive and Finance Committee, including drafting accompanying narrative commentary and variance analysis.
- Prepare and disseminate revised outturn budgets or forecasts in consultation with budget holders and the Senior Management Team.
- Provide reports on specific funds or activities as required to support reporting requirements or applications to funders.
- Process purchase invoices, sales invoices and credit card reconciliations in line with our internal approval processes using Netsuite.
- Liaise with suppliers and customers, managing payment queries and follow ups
- Maintain accurate financial records in line with internal policies and to compliance standards

Budget Monitoring and Financial Analysis

- Support budget holders in monitoring their departmental budgets, providing regular financial information and variance analysis to enable informed decision-making.
- Work collaboratively with colleagues across the organisation to embed financial understanding and accountability, supporting non-finance managers in interpreting financial data.
- Provide financial analysis to support the Head of Finance and senior management in strategic planning and decision-making.
- Assist the Head of Finance in developing annual budgets and in-year forecasting processes.

Balance Sheet and Treasury

- Prepare monthly reconciliations of all balance sheet accounts to agreed deadlines.
- Oversee the bi-monthly payment run process, ensuring accuracy and adherence to internal approval processes.
- Monitor cashflow and provide information to the Head of Finance to support cashflow forecasting.

VAT and Compliance

- Prepare and submit VAT returns for all NCCA group companies, ensuring all HMRC payments and communications are made on time and in full.
- Maintain up-to-date knowledge of VAT rules relevant to charities and higher education providers, including partial exemption and the group VAT structure.
- Assist the Head of Finance in ensuring compliance with all relevant financial and regulatory frameworks, including Charity SORP, OfS reporting requirements, and HMRC obligations.
- Provide assistance with financial year-end processes and both internal and external audits as required.
- Assist the Head of Finance in providing information for statutory reporting to the Office for Students and other funding and regulatory bodies.

Purchasing, Invoicing and Financial Controls

- Oversee the purchasing and invoicing processes across the organisation, ensuring adherence to internal approval and authorisation policies.
- With the Head of Finance, continually review financial policies, procedures, and systems of internal control to ensure they are up-to-date and fully compliant with relevant legislation.
- Act as a first point of contact for staff in relation to the accounting system (currently Oracle NetSuite and its HR/payroll module Suitepeople), supporting users and driving self-service where appropriate.

Student Finance

- Liaise with the Student Support Manager in relation to student finances, including fee payments, Student Loan Company payments, and bursary awards, ensuring accurate recording in NetSuite.

Payroll

- Provide ad hoc support to the Payroll and HR Manager on payroll matters as required, including cover during periods of absence.
- Maintain sufficient working knowledge of the payroll process to provide informed oversight and to act as a point of escalation for payroll queries directed to the finance team.

Other

- Demonstrate a commitment to health and safety and its practical application in all areas of work.
- Promote and uphold the National Centre's commitment to Equality, Diversity and Inclusion (EDI), the Code of Conduct, and other policies that reflect the organisation's values and mission.
- Such other duties (commensurate with the role) which may from time to time be reasonably required by the Head of Finance or Chief Operating Officer.

PERSON SPECIFICATION

Experience

- At least two years' experience working in a management accounting role, with demonstrable experience of preparing management accounts.
- Experience of supporting budget monitoring and variance analysis, and of engaging with non-finance budget holders.
- Experience of VAT compliance, including preparation and submission of VAT returns.
- Experience or genuine interest in working in the arts, charity, or higher education sectors.

Skills

- Qualified or part-qualified with a professional accountancy body (e.g. ACCA, CIMA, CIPFA), or working towards qualification with relevant experience.
- Strong IT literacy, with advanced Excel skills and confidence working with accounting software; familiarity with Oracle NetSuite or a comparable system is desirable.
- Good technical knowledge of relevant accounting standards and regulatory frameworks,
- Good communication skills, with the ability to explain financial information clearly to non-finance colleagues.
- Strong organisational skills, with the ability to manage competing deadlines and priorities effectively.

Personal attributes

- Diligent and conscientious, with a strong attention to detail and commitment to accuracy.
- Able to work collaboratively as part of a small team while also managing workload independently.
- Proactive and solutions-focused, with the ability to resolve problems swiftly and make sound judgements.
- Discreet, with a high level of respect for confidentiality.

How to apply

To apply, please complete the online application form, where you will upload a CV and be asked to write a response to these three questions.

Please also complete our [equal opportunities form](#)

Questions for Application

Please note that there is a 1,000-character limit for each question.

1. Month-end and management accounts

Describe your experience of managing a month-end close process and preparing management accounts. What steps do you take to ensure accuracy and completeness, and how do you work with colleagues to meet reporting deadlines?

2. Budgeting, forecasting and communication

Give an example of how you have supported budgeting or forecasting in a previous role. How did you present financial information or variance analysis to non-finance colleagues, and what was the outcome?

3. VAT and regulatory compliance

Describe your experience of VAT compliance, including any exposure to partial exemption or VAT in a charity or not-for-profit context. How do you ensure returns are accurate and submitted on time?