

## Management Accountant (12 Months)

### Role profile

### About us

We're RCOT, the Royal College of Occupational Therapists. We've championed the profession and the people behind it for over 90 years; and today, we are thriving with over 36,000 members. Then and now, we're here to help achieve life-changing breakthroughs for our members, for the people they support and for society as a whole.

We have a vision, that people everywhere value the life-changing power of occupational therapy. To achieve this we have a new organisational structure which positions us so that we can grasp the opportunities for occupational therapy and for us as a membership body.

### What we do and how we do it

We live and breathe our values. They describe what matters to us. They show how everyone here at RCOT acts and makes decisions as individuals and as one team. And they drive us in our approach to achieving our vision and purpose.

Our values	
<b>We Impact</b>	We make meaningful differences with all our work. We prioritise work that achieves our shared purpose and strategy. We go above and beyond for the people who need us.
<b>We Challenge</b>	We find new and better ways to make things happen. We are brave and bold in our ideas and actions. We challenge ourselves, each other and the status quo.
<b>We Elevate</b>	We lift up and support others to be and do their best. We are accessible and collaborative. We are united and move forward together, even if we sometimes disagree.
<b>We Respect</b>	We value each other and celebrate our differences. We are approachable, genuine and trustworthy. We listen to others and believe everyone's views should be heard.

### People, Finance and Governance Directorate

In the People, Finance and Governance Directorate we have an ambitious strategy to deliver, and our people are our driving force behind that. So here at RCOT, we're building a forward-looking, high performing, inclusive and values-led culture which enables our people to thrive and achieve the best outcomes for the OT profession. Being a well-run and efficient organisation is an integral part of our culture too; we're committed to the highest standards of governance and financial management.

### The purpose of your role

RCOT has been on a transformation journey, investing in our workforce, developing new capabilities to deliver sustained growth for the future. We have set ourselves a target to grow income and to continue to deliver significant impact and benefits for our members. The financial strategy underpins everything

that we do. The finance team plays a crucial role in supporting the delivery of this goal.

As the **Management Accountant**, you will take full ownership of the management reporting cycle, delivering timely, accurate and insightful monthly accounts that support the business with tracking progress against its financial plans. Reporting to the Financial Controller, you will interrogate financial performance, produce robust variance analysis and provide clear commentary and advice to improve decision-making.

Your main responsibilities	What you bring to the role
<p><b>Management reporting &amp; insights</b></p> <ul style="list-style-type: none"> <li>• Drive the production of high-quality management accounts with clear, insightful variance analysis and commentary.</li> <li>• Support budget holders to interpret budget performance by providing financial insights to improve business decisions and enable delivery of their financial plan.</li> <li>• Investigate variances thoroughly, identifying risks and opportunities, and ensure issues are clearly communicated with proposed solutions.</li> <li>• Take responsibility for updating agreed KPIs, maintaining the financial dashboard, validating all data and ensuring the integrity of each upload.</li> <li>• Own the complete monthly management reporting process, ensuring all tasks on the month-end checklist are completed accurately and on time.</li> <li>• Maintain all key monthly reconciliations required including balance sheet, VAT, payroll (as applicable), funds, projects and reserves.</li> </ul> <p><b>Operational delivery, compliance and controls</b></p> <ul style="list-style-type: none"> <li>• Provide day-to-day support to transactional colleagues, modelling high standards of accuracy, pace and professionalism.</li> <li>• Ensure correct and timely processing of transactions by the team, stepping in as needed to maintain quality and efficiency.</li> <li>• Champion best practice in finance processes, documentation, reconciliations and internal controls.</li> <li>• Support the Financial Controller in delivering improvements to financial systems, processes and reporting tools.</li> <li>• Take full responsibility for quarterly VAT reconciliations and submissions, ensuring accuracy, compliance and timeliness.</li> <li>• Support payroll-related reconciliations where appropriate (final remit to be agreed).</li> <li>• Ensure robust financial controls by maintaining accurate reconciliations, ensuring anomalies are resolved proactively.</li> </ul>	<p><b>Knowledge, qualifications, and experience</b></p> <ul style="list-style-type: none"> <li>• Relevant degree or professional qualification (fully qualified or late-stage part-qualified) with one of the recognised accountancy bodies e.g. CIMA, ACCA, ACA - <b>Essential</b></li> <li>• Substantial hands-on management accounting experience with proven track record owning the monthly reporting cycle in a similar business - <b>Essential</b></li> <li>• Experience of investigating and interpreting budget performance and providing useful insights to key stakeholders - <b>Essential</b></li> <li>• Demonstrating understanding of charity SORP and experience and understanding of charity reserves - <b>Desirable</b></li> <li>• Experience of using SUN Systems, Microsoft Dynamics, PowerBI, SAP Concur - <b>Desirable</b></li> </ul> <p><b>Skills and abilities</b></p> <ul style="list-style-type: none"> <li>• A self-starter with the confidence and maturity to work independently and move tasks forward without supervision.</li> <li>• Ability to manage conflicting priorities, working effectively to various deadlines.</li> <li>• Strong analytical capability, able to interrogate numbers, spot issues early and articulate meaningful insights.</li> <li>• Highly organised and meticulous, with strong attention to detail and a structured approach to month-end delivery.</li> <li>• Experience of strengthening with compliance financial controls in line with policy and best practice.</li> <li>• Advanced Excel and good systems awareness, with an appetite for improving processes and reporting.</li> <li>• Experience guiding or supporting junior team members; someone others naturally learn from.</li> <li>• Ability to communicate effectively across different levels of stakeholders.</li> </ul> <p><b>Other requirements</b></p> <ul style="list-style-type: none"> <li>• An enthusiasm to live and model the RCOT values across all areas of work.</li> <li>• A demonstrable passion for including Equity, Diversity &amp; Belonging principles across all areas of work.</li> </ul>

<ul style="list-style-type: none"> <li>• Maintain a high standard of accounting records, ensuring completeness, accuracy and audit readiness.</li> <li>• Prepare and supply audit information, supporting a smooth and timely annual audit process.</li> <li>• Ensure compliance with financial policies, accounting standards and regulatory requirements.</li> </ul> <p><b>Financial Planning, Budgeting &amp; Forecasting</b></p> <ul style="list-style-type: none"> <li>• Assist in preparing the annual budget, including working with budget holders to ensure accurate cost/resource planning.</li> <li>• Support the Financial Controller in accurately delivering forecasts through timely analysis, data preparation and review.</li> <li>• Upload budgets, forecasts and revisions to the financial system and ensure consistent reporting structures.</li> </ul> <p><b>Values and culture</b></p> <ul style="list-style-type: none"> <li>• Live our values in all that you do; celebrate it when colleagues live our values and raise it, respectfully, when they don't.</li> <li>• Have regular conversations with your manager about objectives, wellbeing and performance (data, impact and outcomes)</li> <li>• Take personal ownership of your career development, seeking support and guidance as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• A demonstrable passion for embedding environmental sustainability principles across all areas of work.</li> <li>• A willingness to attend relevant internal and external courses that assist in enabling the effectiveness of this role.</li> <li>• Compliance with the annual appraisal programme.</li> <li>• The ability to identify appropriate training needs.</li> </ul>
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### A bit more about the role

- **You'll report to** Bradley Herbert (Finance Business Partner)
- **Your contract will be:** 12 months fixed-term
- **You'll work:** 35 hours a week
- **You'll be based at:** London Bridge headquarters (hybrid working)
- **You'll be paid:** Circa £45k

### Your main relationship will be with:

- Finance Assistant & Finance Trainee
- Budget Holders
- External auditors

### What we Offer you:

- **25 days** paid holiday for the duration of your contract
- **Christmas closure** – we're closed over the Christmas period. Additional time will be given to all employees to cover any working days during this period.
- **Pension scheme** – we operate a contributory pension scheme, you are eligible to join this scheme from your start date. Contributions are made on a salary exchange basis and are 6% of gross salary from the employee and 9% from the employer.
- **Life cover** – four times your annual salary.
- Free **eyesight testing**.
- Free **Employee Assistance Programme**.

- **Flexibility** through a hybrid working model, which offers a blend of home and office-based working, with a minimum of two office days a month (sometimes once a week)
- **Supportive networks and inclusive team** - we have several colleague networks to support colleagues and provide a space for discussion and reflection, as well as promote allyship

## **Equity, Diversity & Belonging**

As a membership organisation, a professional body and an employer, RCOT is committed to leading innovative change to promote equity and social justice and build a sense of belonging for all our staff, members and the populations we serve. Our ambition is to have a diverse workforce that is representative of the communities we serve. We don't only embrace diversity, we celebrate it, nurture it and support our staff in realising their true potential. We are passionate about creating an environment free from discrimination and harassment where people can be their authentic self and recognise that each of us is unique. Therefore, our definition of diversity goes beyond those defined in equality legislation and we will afford the same standards and principles to those with lived experiences.

We welcome applicants from all backgrounds and are keen to see applications from people with lived experience of disability or long-term health conditions, from minoritised ethnic and LGBTQIA+ communities.