

Management Accountant



Combe Grove is a centre for advanced health and wellbeing in the UNESCO World Heritage City of Bath. An innovative, dynamic and friendly business Combe Grove is highly focused on delivering the charitable objectives of its guardian the Elmhurst Foundation.

Combe Groves pioneering work in Metabolic Health provides unique programmes with evidence-based education, personalised support and nurturing community environment which empowers individuals to be able to reset their health with medically measurable and sustainable changes.

About the role

Reporting to the Financial Controller, you will be responsible for providing financial information and advice to the business, you will use financial technical knowledge, skills, and experience to make recommendations for the business to make responsible and sustainable financial decisions.

About You

We're looking for someone who is analytical, organised and enjoys working collaboratively with colleagues across the organisation.

You'll ideally have:

- A recognised accounting qualification (AAT qualified, or studying/qualified ACCA, CIMA or ACA).
- Experience preparing management accounts in a finance role.
- Strong Excel skills and confidence working with finance systems.
- Excellent attention to detail and a proactive approach to problem-solving.
- The ability to communicate financial information clearly to non-finance colleagues.
- Good organisational skills with the ability to manage competing priorities.

Key Responsibilities

Key responsibilities include:

- Preparing monthly management accounts with clear variance analysis and commentary.
- Assisting with annual budgets, forecasts and cash flow reporting.
- Supporting budget holders by providing financial insight and analysis.
- Preparing and posting month-end journals, including accruals and prepayments.
- Completing balance sheet reconciliations and maintaining the fixed asset register.
- Monitoring income and expenditure against budgets and investigating variances.
- Supporting the year-end audit and preparation of statutory accounts.
- Ensuring robust financial controls and compliance with internal policies.
- Identifying opportunities to improve finance processes and reporting.
- Providing ad hoc financial analysis and reporting to support decision-making.

Person Specification

Desirable

- Experience of budgeting and forecasting.
- Experience supporting external audits.
- Knowledge of charity accounting or grant funding (desirable but **not essential**).

What We Offer

- Salary up to **£35,000** depending on experience.
- Willing to consider part time for the right candidate.
- Opportunity to develop professionally, including study support for part-qualified candidates where appropriate.

Benefits for all colleagues to enjoy

- Solo Metabolic Health Membership at Combe Grove including 5 guest passes per annum. The Coach House has fantastic flood-lit indoor and outdoor facilities, including a state-of-the-art gym, indoor and outdoor heated pools and undercover tennis courts available all year round. The Coach House deliver in excess of 70 classes a week in the studio.
- Subsidised meals in the Map Room made from nutritious, sustainably sourced, organic, free-range, ingredients which as far as possible are sourced from the Kitchen Garden or locally.
- Access to the 70 acre estate which proudly showcases our oldest woodland, Eastwood, which is approximately 200 years old. This is a beautiful setting offering a rich diversity of plants and trees to enjoy a lunchtime walk.
- Subsidised treatments and therapies provided by the on-site team using organic products from the South West of England with selected medicinal herbs and aromas to support the therapeutic benefit of treatments and therapies.
- Long Service Awards
- 30 days annual leave per year pro-rata
- Free Car-Parking

Special Note

This job description does not form a part of the contract of employment but indicates how that contract should be performed. The job description will be subject to amendment in the light of experience and in consultation with the post holder.

No Smoking Policy

Combe Grove operates a No Smoking Policy for all team members and therefore smoking is not allowed on any part of the estate.

Confidentiality

All of the work relating to students, teachers, donors, staff and volunteers and any other information gained is of a confidential nature and must not be communicated to other persons except in the course of duty.

Health and Safety at Work Act

It is the responsibility of all team members to ensure that the requirements of the Health and Safety at Work Act are complied with, safe working practices are adhered to, and that hazards are observed and reported to the appropriate office.