

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

Driven and highly organised with a commitment to the highest standards of accuracy and attention to detail whilst working systematically. An effective communicator who is confident, enthusiastic and approachable with persistence to see a job through. You must be precise and work in a methodical and structured manner, whilst being perceptive and having strong problem solving skills.

Key Responsibilities

Management Accounting & Reporting

- Assist in preparing monthly management accounts, including accruals, prepayments, and journal entries.
- Support the preparation of financial reports for leadership and trustees.
- Help maintain accurate balance sheet reconciliations.
- Assist in year-end processes and prepare working papers for auditors.

Budgeting & Forecasting

- Support the Financial Controller in producing annual budgets and periodic forecasts.
- Assist department managers by providing financial information and variance analysis.
- Contribute to cost analysis, project reporting, and profitability assessments for different programmes or services.

Core Finance Operations

- Work closely with the Purchase/Sales Ledger Clerk to ensure accurate processing of transactions.
- Oversee the general ledger and ensure correct allocation of costs and income.
- Assist with cash flow monitoring and weekly/monthly reporting.
- Support payroll processing by preparing data and reconciliations.
- Maintain proper documentation and adherence to internal controls.

Charity-Specific Requirements

- Ensure transactional and management accounting aligns with charity accounting standards (e.g., Charities SORP, restricted/unrestricted fund management).
- Assist with grant reporting, project tracking, and preparation of financial information for funders.

Systems & Process Improvement

- Support the optimisation of finance systems and processes, including helping implement new tools or workflows.
- Suggest improvements to enhance efficiency and strengthen financial control throughout the organisation.

Teamwork & Communication

- Provide financial support and guidance to colleagues across the charity.
- Collaborate effectively with the Purchase/Sales Ledger Clerk to ensure smooth financial operations.
- Uphold a positive, professional environment that aligns with the organisation's charitable values.

Person Specification

Essential Qualifications & Experience

- Part-qualified accountant (AAT Level 4, or studying ACCA/CIMA/ACA or equivalent).
- Experience working in a finance role, ideally within a small organisation.
- Strong understanding of basic accounting principles and double-entry bookkeeping.
- Competence in accounting software (e.g., Xero, Sage, or similar).
- Proficiency with Excel, including basic formulas and data analysis.

Skills & Competencies

- High attention to detail and strong organisational skills.
- Analytical mindset with good numerical ability.
- Ability to prioritise workload and meet deadlines.
- Strong communication skills, able to work with colleagues at all levels.
- Commitment to confidentiality and ethical financial practice.

Desirable

- Experience working in a charity or social enterprise.
- Understanding of charity fund accounting and grant reporting.
- Interest in health, wellbeing, or community-focused work.

Benefits for all colleagues to enjoy

- 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

All professional membership fees are fully funded during your apprenticeship programme

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.