

Job Description: Management Accountant

General role information	
Job Title:	Management Accountant
Reporting to:	UK Finance Manager
Salary Band:	Band H
Notice period:	3 Months
Budget Responsibility?	No
Contract type?	Permanent
Direct Reports?	No
Client facing role?	No
Key stakeholders – internal?	Budget holders, internal audit, Global Finance team, UK Regional and Divisional Managers
Key stakeholders – external?	External audit, HMRC
About MSI Reproductive Choices	
Only when choice is a reality for each of us, can we create a better, more equal world for everyone. Here at MSI Reproductive Choices UK (MSI UK) we are proud to be a social enterprise that is changing the world for the better, we reinvest and donate our profits towards creating a positive social change across 37 countries globally. As one of the world's leading providers of sexual and reproductive healthcare our aim is simple: to empower clients to make the reproductive choices that are right for them. That is what we mean by client-centred care. At MSI Reproductive Choices UK our client-centred care philosophy means respecting our clients as active partners in their own service, caring about who our clients are, their experiences, and how they feel before, during and after they access care with us. MSI Reproductive Choices is committed to safeguarding: promoting the welfare and safety of everyone involved in the delivery or receipt of sexual and reproductive health services, especially children, young people, and vulnerable adults. We are committed to ensuring diversity, and equality for all within our organisation and encourage applicants from diverse backgrounds to apply. We expect all staff and post holders to share our values and commitments.	

All MSI Reproductive Choices job descriptions are subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices UK recruitment process, please do so via email to

Resourcinguk@MSIChoices.org

Job Description: Management Accountant

The department / team

We are looking for a passionate and committed Management Accountant to join our team.

The role

The Management Accountant is responsible for bringing strong financial skills to the business enabling the business to improve services and client experience. This individual will have a strong financial background and will take pride in producing accurate reporting for the UK business.

This post is responsible for ensuring that:

- Management accounts are produced accurately and within a reasonable timeframe;
- Supporting Management with the budgeting and forecasting; and
- Supporting the business in understanding key revenue drivers and managing costs.

The post holder will be a qualified accountant or actively working towards a recognised accounting qualification (CIMA, ACCA), with the ability to perform effectively under pressure and meet tight deadlines. They will work collaboratively with Finance team members and maintain strong working relationships with Operational teams across the regions.

Key responsibilities

Supporting the Production of Monthly Management Accounts

- Responsible for updating and preparing monthly accruals and prepayments across 12 centres, 58 cost centres, and support office departments
- Responsible for design and production of management reports; Consolidated, Summary and Detailed Reporting
- Responsible for preparing month-end journals, including quarterly and monthly stock journals for UK centres.
- Review balance sheet and profit & loss accounts ensuring their accuracy and resolving discrepancies with the relevant teams or departments
- Maintenance of fixed asset register; Monthly Reconciliation, review of the Assets with centre Managers, Disposal of assets and Maintenance of Fixed Asset policy and guide
- Maintenance and reconciliation of sundry debtors and review of staff advances and staff creditors accounts
- Maintenance of coding structure (SUN system)
- Keep up to date on the day to day operations of the operating business units, providing updates when required to other members of finance and Support Office staff

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- Ongoing improvements to current report designs and tools; Reporting using Q&A (Sun), Excel and VBA Coding, Macro Building to automate the reporting, Reporting for Payroll Transactions and Cross Charge templates
- Update BI team with any changes
- Ensure the UK programme comply with MSI & UK policies
- Review and implementation of processes and procedures to identify opportunities for improvements

Business Partnering

- Deliver regular monthly performance reviews, highlighting risks, opportunities, and key drivers
- Build and maintain strong relationships with senior stakeholders across functions
- Analyse variances vs budget/forecast and provide actionable recommendations.
- Provide commentary on revenue, costs, margins, and operational metrics
- Translate financial data into clear, non-technical insights for non-finance stakeholders

Budgeting

- Design & Maintain budgeting model
- Support Budget setting & Forecasting
- Populate all centre and EMU models with relevant prior year data including fixed asset/depreciation phasing
- Preparation and review of consolidation model
- Provide support and actively participate in the annual budget setting and business planning process and commercial and financial KPIs, supporting the Budget Holders with input and analysis of the costs for the region.
- Budget review meetings with relevant budget holders
- Reconciliation of all budget reports
- Uploading budget models
- Financial Systems Management
- Assessing the future management information needs
- Providing system training to new team members and on-going support to the team member within UK Section
- Supporting any system projects

Other Duties

- Provide support and cover for fellow Management Accountant during periods of annual leave and as required
- Assist in the preparation and delivery of statutory reporting requirements
- Support Senior Management with ad hoc projects and financial analysis as needed
- Contribute to both internal and external audit processes, ensuring accurate and timely provision of information

Key Skills and Experience

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To perform this role, it is essential that you have the following skills:

- Previous management accounts experience
- High attention to detail, providing accurate, timely reporting
- Excellent communication skills
- Financial diligence and attention to detail

Formal Education/qualification

- Qualified/ part Qualified accountant or actively working towards a recognised accounting qualification (ACCA/CIMA/ACA or QBE)

Personal Attributes

We recruit talented, dynamic people with diverse backgrounds and experiences, all united by a belief in our mission and a focus on delivering measurable results. We are proud to be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. You must be open-minded, curious, resilient, and solutions-oriented, and be committed to promoting equality, and safeguarding the welfare of team members and clients alike.

For this role, we are looking for an individual who is:

- Pro-choice, support and adhere to MSI vision and goals.
- Dynamic, creative individual with the ability to show initiative.
- Team player, providing support and encouragement.
- Organised and process oriented, with an attention to detail and able to prioritise workload.
- Customer focused, responsive to changing priorities and demands.
- Strong communication skills.
- Ability to analyse complex problems in a structured manner whilst working under pressure.
- Focused on delivery with a 'can do' approach.
- Demonstrates MSI team member behaviours and professional self-development.

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Signature

By signing below, you indicate that you have read and agree to this job description.

Full name:

Signature:

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