

Job Description: Management Accountant

Location: Welbeck, London,

Corporate Function: Finance

Reporting to: Reporting Manager

Contract: Full-time, Permanent

Working Schedule: Monday

Corporate Functions: Expert Partners, Driving Performance

Our corporate teams bring deep subject-matter expertise that strengthens every part of Welbeck. They work as proactive, insight-driven partners to enable safe, efficient, and high-quality delivery across a variety of functions including finance, people, marketing and governance. Together, they create the foundations that allow our operational teams to excel and our services to thrive.

The Role: Management Accountant

The Corporate Accountant is responsible for the integrity of the corporate ledger and for the timely, accurate preparation and review of monthly, quarterly and statutory financial statements. The role owns corporate period-end reporting, balance sheet control, recharges and apportionments, capex reporting, cashflow and banking administration, and acts as a finance business partner to department heads, producing actual vs budget analysis, explaining variances and supporting them in delivering to budget.

Key Responsibilities

Financial Statements – Preparation & Review, Reporting and Period-End

- Prepare monthly, quarterly and annual financial statements (P&L, balance sheet and cashflow) for corporate entity and fully owned entities.
- Own the corporate balance sheet reconciliation process, ensuring all control accounts are reconciled, supported and cleared on a timely basis.
- Ensure monthly closure of books in a timely manner with attention to accuracy.
- Prepare the corporate capex reporting.
- Maintain the shared services reporting.
- Ensure all reporting is compliant with UK GAAP / FRS 102 and internal group accounting policies.

Business Partnering

- Produce monthly actual vs budget and actual vs forecast reporting for corporate cost centres, with clear commentary on variances and their drivers.
- Work closely with department heads and budget holders to review their cost centre performance, ensuring spend remains within approved budget.
- Challenge and support budget holders on overspends, phasing issues and committed costs; agree and track corrective actions.
- Support the annual budget and periodic reforecast cycles, collating departmental inputs, challenging and validating assumptions.
- Provide ad hoc financial analysis and decision support to non-finance stakeholders, translating financial information into plain business language.

Recharges & Apportionments

- Calculate and process the City of Westminster general rates apportionment / recharge.
- Prepare rent, IT, opex and marketing recharges to centres.
- Administer the admin desk recharge and the OWB space allocation file.
- Review and action invoice approvals.

Specialised Reporting

- Produce fortnightly project capex reporting. Maintain the current forecast tracker for project capex and reconcile spend to approved authorisations.
- Maintain the weekly cashflow tracker and issue the weekly bank balance email. Highlight liquidity risks and funding requirements to the Financial Director.

About You

You are a personable and professional individual with strong customer service experience, ideally within a premium hospitality or healthcare setting. You are confident communicating with a wide range of people, highly organised, and able to manage multiple tasks efficiently. With a calm and proactive approach, you are committed to delivering outstanding service and maintaining a positive environment for patients and colleagues.

You'll also bring:

You are a qualified and commercially minded accountant with strong technical expertise and a proactive approach to financial management. Comfortable operating in a fast-paced, multi-entity environment, you combine excellent attention to detail with the ability to build strong relationships across the business. You enjoy partnering with non-finance stakeholders, translating complex financial information into clear insights, and supporting operational teams to make informed decisions.

With a strong sense of ownership and accountability, you take pride in maintaining robust financial controls, delivering accurate reporting, and identifying opportunities to improve processes and performance. You are highly organised, able to manage competing priorities, and confident challenging and influencing stakeholders to achieve the best outcomes for the business

You'll also bring

- Qualified accountant (ACA or ACCA).
- Experience preparing and reviewing statutory and management accounts under UK GAAP / FRS 102
- Strong knowledge of month-end close processes, balance sheet reconciliations and fixed asset accounting.
- Experience within a multi-site or multi-entity environment, including intercompany recharges and apportionments.
- Proven experience in budgeting, forecasting and variance analysis.
- Strong business partnering skills with the ability to engage, support and challenge non-finance stakeholders.
- Experience producing cashflow reporting and supporting banking administration activities.
- Advanced Excel skills, including pivot tables, lookups and working with large data sets.
- Excellent communication and stakeholder management skills.
- A proactive, continuous improvement mindset with strong organisational and problem-solving abilities.
- Experience of SunSystems, Caseware, C360, Sysynkt and HSBCnet would be advantageous.
- Experience within healthcare, professional services or property-related sectors would be beneficial

Why Welbeck

- **Autonomy & Influence:**-A leadership community that trusts your expertise to drive excellence and growth.
- **Purpose-Driven Culture:** A values-led environment where world-class clinical care and operational performance go hand in hand.
- **Growth & Impact:** Be part of a network defining best practice in day-case healthcare and delivering experiences patients genuinely remember.

Infection Prevention and Control

All Welbeck employees, whether involved directly or indirectly in the provision of healthcare, have a duty to co-operate with and implement business policies and procedures in preventing and controlling infection. This includes co-operation with colleagues and contractors also involved in the provision of healthcare so far as is necessary to enable the Business to meet its obligations under the Health and Social Care Act 2008.

Safeguarding

Welbeck is committed to safeguarding and promoting the welfare of children and young people and adults at risk and expects all staff and volunteers to share this commitment and ensure they work in accordance with the Welbeck Health Partners Safeguarding Child and Adult at Risks Policies and Procedures.

Staff should ensure that they remain up to date with safeguarding training requirements and know how to report safeguarding concerns or allegations against staff and should follow safeguarding policy and procedures and the allegations against staff policy.

Confidentiality

Maintain confidentiality in relation to personal data held for colleagues and patients, ensuring that it is processed lawfully; for no purpose other than that for which it was obtained; is relevant to that purpose; is retained for no longer than is necessary; is processed in accordance with the rights of the subject to access and accuracy; and is protected from accidental loss or damage in accordance with the requirements of the Data Protection Act (as amended), and records management guidance.

Maintain confidentiality of patient identifiable personal data using a non-identifiable alternative, where practicable, and limiting access on strictly need to know basis in accordance with the responsibilities of the Business's Caldicott Guardian.

Health and Safety at Work

In addition to the Business responsibilities under the Health and Safety legislation, you are reminded of your responsibilities for health and safety at work under the Health and Safety at Work Act 1974 (as amended) and associated legislation. These include the duty to take reasonable care of the health and safety of yourself and others in your work activities and to co-operate with your employer in the discharge of its statutory duties.

You must adhere strictly to the Business policies and procedures on health and safety and report all accidents, dangerous occurrences, unsafe practices or damage to your manager promptly using the Business incident reporting system. You must make use of appropriate training, safety equipment, and protective

clothing and footwear and attend training. Failure to comply with these requirements may result in disciplinary action.

Risk

Accept personal responsibility for contributing to Welbeck's management of risk, including the reasonable avoidance of any action which would knowingly cause unacceptable risk to self, others, or to the Business.

As far as is reasonably practicable attempt to prevent other people from undertaking tasks or actions which would knowingly cause risks to self, others, or to the Business, in accordance with the business policy and training. Identify and report actual or potential hazards/ risks in the work environment in accordance with business policies and take immediate action to minimise risks where it is reasonably practicable to do so.

Identify and report to the appropriate authority incidents of risk, neglect, abuse or endangerment to vulnerable adults and children. Follow Welbeck Health Partners policy on use of Personal Protective equipment e.g., Masks, Gloves, Visors etc. Awareness of and compliance with Health and Safety Regulations.

Equality and Diversity

The Business recognises the benefits of a diverse workforce reflective of the communities that we serve and is committed to equal opportunities in employment with a devotion to eliminate all forms of unlawful discrimination. The Business aims to promote equality of opportunity and good relations between staff and patients (including volunteers, contractors and bank staff).

All individuals have a duty to adhere to the Business Diversity and Equality Opportunity policy and an individual responsibility towards the application and understanding of the Equality Act 2010. Inequitable behaviour will not be tolerated, and every person has a responsibility to highlight discriminatory practice.

Disclosure and Barring Service (DBS)

If the post you are undertaking requires you to complete a DBS disclosure, this will be managed and processed in line with the DBS Policy and at the appropriate level required for the post.