

JOB DESCRIPTION	
Job title:	Junior Management Accountant
Team/Department:	Finance
Location:	Ashford Minimum of two office days a week incl Monday in Ashford
Hours of work:	37.5 hours per week
Job title the post holder will report to:	Financial Accounting Manager
Job titles reporting to the post holder:	None applicable
Date the role profile was revised:	August 2025
JOB PURPOSE This junior hybrid role supports both financial and management accounting functions, contributing to the timely and accurate production of accounts and supporting decision-making across the organisation. The post holder will report directly to the Financial Accounting Manager and will work in close collaboration with Finance Business Partners (FBPs) to support the delivery of financial insight, transactional processing, and analytical outputs. By contributing to the accuracy and timeliness of financial reporting and enhancing the efficiency of the month-end process, the role enables FBPs to focus on strategic engagement with operational teams and the provision of higher-value decision support. This, in turn, facilitates improved budgetary control and service delivery across the organisation. Key responsibilities include: • Assisting in the preparation of financial accounts, reconciliations, and audit support • Supporting the production of management accounts, budgeting, forecasting, and costing • Providing transactional support previously handled by FBPs, including coding, invoice queries, and reporting • Helping analyse financial performance and trends to support decision-making • Building relationships with operational teams and supporting financial literacy across departments	
KEY RESPONSIBILITIES AND ACCOUNTABILITIES Financial Accounting Support • Assist in preparing monthly, quarterly, and annual financial statements • Support balance sheet reconciliations and journal postings • Help ensure compliance with financial policies and accounting standards	

- Contribute to audit preparation and respond to auditor queries

Management Accounting Support

- Assist in producing monthly management accounts and variance analysis
- Support budgeting and forecasting processes
- Provide financial data and insights to FBPs and operational teams
- Help track cost improvement initiatives and efficiency plans

Transactional Support

- Take ownership of transactional finance tasks previously handled by FBPs
- Liaise with operational teams to ensure accurate coding and processing
- Support invoice and purchase order queries and resolution

Analytical Support

- Provide ad-hoc financial analysis to support decision-making
- Assist in developing dashboards and reports for internal stakeholders
- Help identify trends, risks, and opportunities in financial performance

Collaboration & Development

- Work closely with FBPs to understand business needs and priorities
- Build relationships with operational managers and clinicians
- Support financial literacy and understanding across departments
- Spend time across finance functions including payroll and insurance
- Support the annual insurance renewal process

ENVIRONMENT

IC24 is a major not for profit Social Enterprise company currently providing innovative primary care services designed to deliver quality and affordability. IC24 is solutions-focused, providing a comprehensive portfolio of services aimed at improving access and reducing the demand on secondary care services by helping to avoid unnecessary admissions and facilitating early discharge.

Going forward, the company is committed to supporting and enabling better integration between health and social care and more effective alliances between partners from different sectors as essential to delivering seamless services. IC24 has considerable experience of working in complex, demographically challenged environments and the Board is keen for the organisation to be proactive in improving standards of care and patient safety, while delivering value for money too in the health economies it which it operates. Critical to this is building strong professional relationships and alliances with third parties; working with them in a way that maximises the benefits of their involvement.

We are proud of our status as an NHS primary care social enterprise, and how we deliver social value to the communities we serve and contribute to the wider NHS plans to deliver carbon 'Net Zero' and sustainability. To find out more on this and to view our Social Impact Report, please click [here](#).

HEALTH AND SAFETY

The post holder will be required to comply with the duties placed on employees of IC24 as set out in the Health and Safety at Work Policy and related procedures. The post holder has a legal obligation to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice.

All Colleagues

You have a duty to take care of your own health and safety and that of others who may be affected by your actions at work. You must cooperate with managers and other colleagues to help everyone meet their legal requirements under health and safety law, and not to interfere with or misuse anything that's been provided for your health, safety, or welfare.

Managers

You must ensure you know and understand your responsibilities as defined in our health & safety policies and associated guidance documents. You must identify and assess any risks to people, property, or the environment and ensure all colleagues you have responsibility for, are aware of all our health and safety policies, understand issues arising from risk assessments, site inspections etc. and deal with any associated concerns. You must ensure that all accidents or incidents involving colleagues within your responsibility, are properly reported, and investigated and that regular inspections are undertaken and recorded to eliminate potential hazards and minimise risks.

Directors

You must ensure that all colleagues and teams within your region and/or department(s), effectively manage health and safety in line with all our health & safety policies and guidance documents.

EQUALITY AND DIVERSITY

IC24 has a Diversity and Inclusion Policy to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of disability, marital status, sex, race, colour, nationality, ethnic or national origin, sexual orientation, age, religion or political opinion, whilst attracting talented recruits and retaining experienced employees.

IC24 is committed to promoting equal opportunities and diversity and will keep under review its policies, procedures and practices to ensure that, in addition, all users of its services are treated according to their needs.

INFORMATION GOVERNANCE

Information is vitally important for the safe clinical management of patient care and the efficient administration of services and resources, including our workforce. Information Governance is a framework to enable IC24 to handle personal and corporate information appropriately.

It is the responsibility of our entire workforce, regardless of employment status, to ensure they abide by the requirements of Information Governance as set out in the Data Security & Protection Policy.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

IC24 is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All colleagues and volunteers are therefore expected to behave in such a way that supports this commitment. You will be responsible for safeguarding the interests of children and adults who you come into contact during your work. To fulfil these duties, you will be required to attend training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating to safeguarding practice and to report and act on concerns you may have appropriately.

DISCLOSURE AND BARRING SERVICE CHECKS

IC24 will require a DBS check for appropriate roles which is a mandatory requirement and a condition of the employment offer.

All posts are assessed on their eligibility for the post holder to be required to undertake a DBS check. For posts that have been assessed as exempt from the provisions of the Rehabilitation of Offenders Act 1974, IC24 will require the post holder to undertake an enhanced DBS check with barred list checks. For posts that have been assessed as being in a position of trust, IC24 will require the post holder to undertake a basic DBS check.

This post has been assessed as requiring a basic DBS check.

REHABILITATION OF OFFENDERS ACT 1974

Some posts have been assessed as being exempt from the provisions of the Rehabilitation of Offenders Act 1974 and in these cases IC24 will require the post holder to disclose all convictions, whether spent or unspent.

This post has been assessed as not being exempt from the provisions of the Rehabilitation of Offenders Act 1974; therefore, the post holder is not required to disclose any spent convictions.

PERFORMANCE AND DEVELOPMENT REVIEW

This job description will be used as a basis for conducting an individual Performance and Development Review between the post holder and the manager.

VARIATIONS

This job description describes the main purpose and key responsibilities and accountabilities of the post. The post holder may be required to undertake any additional duties or responsibilities as may reasonably be required.

This job description is a guide to the nature and main duties of the post as they currently exist, but it is not intended as a wholly comprehensive or permanent schedule and it is not part of the contract of employment.

To reflect changing needs and priorities, some elements of this post may be subject to change and where required, any appropriate communication or consultation with the post holder will be undertaken prior to making any changes.

PERSON SPECIFICATION

Requirements	Essential	Desirable	How identified
Qualifications and training	Part Qualified accountant and willing to be fully qualified to either CIMA/ACCA qualified (or equivalent qualification)		Application, Certificates & Interview
Experience	Experience of working within a similarly sized, complex organisation	Experience within an NHS trust or similar organisation Experience of delivering a business partnering approach Experience of working in a commercial environment within a customer-focussed organisation	Application & Interview
Practical skills	Knowledge of local and national NHS issues or proven ability to learn about detailed and complex issues Willingness to develop influencing skills and build relationships with managers across the organisation Ability to partner with colleagues internally and externally and build relationships with them Confidence in creating and presenting financial results to internal stakeholders Ability to prioritise workload and work to deadlines under pressure	Clear and concise style of writing	Application & Interview

Requirements	Essential	Desirable	How identified
	Ability to work on own initiative and as part of a team Advanced MS Excel skills including V-look up and pivot tables and working knowledge of Microsoft Office Excellent financial systems knowledge and experience Excellent interpersonal, verbal and written communication skills with the ability to adapt their communication style		
General	A flexible and adaptable approach with a willingness to work outside normal hours Able to coach and influence colleagues at all levels An open approach to feedback and a willingness to learn		Application & Interview