

<b>Title:</b>	Management Accountant
<b>Contract type:</b>	Permanent Full time
<b>Location:</b>	Flexible – To be agreed Hybrid (min 2 days per week in London Head Office) or Remote
<b>Starting Salary:</b>	£38,655.00 (Remote) £43,090.00 (Hybrid)
<b>Closing Date:</b>	11.00 am Thursday 7 <sup>th</sup> May 2026
<b>Interview Date:</b>	To be confirmed

## 1. Introduction

Thank you for your interest in this post. This pack will give you some more information about the role and how you can apply. Please feel free to contact us if anything is not clear or you have further questions.

Homeless Link is the national membership charity for homelessness organisations in England. We bring together over 750 member organisations, support and develop the people who work on the frontline, campaign to change the systems that cause and perpetuate homelessness, and provide training, consultancy, workforce development and case management systems through our social enterprise operations.

The Management Accountant is a new role in our Central Services Team reporting directly to the Director of Finance and Resources. They will be responsible for delivering accurate and timely management accounting information, supporting effective financial planning, and ensuring robust income recognition and reporting. The role supports our budget holders across the organisation and contributes to strong financial control, compliance and decision making. They will contribute to the continuous improvement of our financial processes and reporting, supporting the organisation's strategic and operational objectives.

We are seeking a part or fully a qualified accountant, with experience of producing monthly management accounts and financial reports, experience of using Xero or similar accounting system and the ability to communicate financial information to non-finance stakeholders. If that sounds like you and you share our vision of a country free from homelessness we would love to hear from you.

We are actively seeking to increase diversity within our organisation and would greatly welcome applications from people with lived experience of homelessness, from a black or minority ethnic background and/or with a disability.

Thank you for your interest, and I look forward to receiving your application.

Alan Carson  
Director of Finance & Resources

# 1. Job Profile

## Role Description

### Job Purpose

The Management Accountant is responsible for delivering accurate and timely management accounting information, supporting effective financial planning, and ensuring robust income recognition and reporting. The role supports budget holders across the organisation and contributes to strong financial control, compliance, and decision making.

### Organisational Context

The role sits within the Central Services Directorate and works closely with the Director of Finance and Resources and budget holders across the organisation. The post holder will contribute to continuous improvement of financial processes and reporting, supporting the organisation's strategic and operational objectives.

### Accountability

Reports to the Director of Finance and Resources

### Key Responsibilities

- Prepare and post month-end journals including prepayments, accruals, deferred income, and accrued income.
- Maintain, reconcile, and update income recognition schedules (e.g. Membership, In-Form and other income streams).
- Produce monthly and quarterly management accounts, including variance analysis and narrative commentary.
- Generate standard and ad hoc financial reports from Xero to support operational and strategic decision making.
- Raise sales invoices through Salesforce and Xero, ensuring accurate coding and timely processing.
- Provide support with debtor management, including monitoring outstanding balances and responding to queries.
- Provide cover and support for purchase invoice processing and supplier queries as required.
- Support budgeting, forecasting, year-end accounts preparation, and audit processes.
- Work collaboratively with non-finance colleagues, providing clear financial advice and guidance.
- Contribute to the development and improvement of financial systems, controls, and reporting processes.

- Duties may evolve in line with organisational needs and the development of the Finance function.

### General

- Roles and objectives in Homeless Link may change. All members of staff are expected to be prepared to work flexibly in response to changing business needs.
- The role will require some flexibility around month-end, quarter-end, and year-end reporting deadlines.
- All members of staff are expected to undertake any other responsibilities or tasks that are consistent with their role and/or reasonably required by the Chief Executive
- All members of staff are required to operate in accordance with Homeless Link's values, policies and procedures.

*This is a description of the job as it is presently constituted. It is the practice of Homeless Link to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are required to reflect business needs. This will be conducted in consultation with you. It is the organisation's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.*

## Person Specification

### Essential

- Proven experience in management accounting or similar finance role.
- Strong working knowledge of prepayments, accruals, deferred income, and income recognition principles.
- Experience producing monthly management accounts and financial reports.
- Experience using Xero or a similar accounting system.
- Strong Excel skills and ability to analyse and interpret financial data.
- Ability to communicate financial information clearly to non-finance stakeholders.
- Excellent organisational skills and attention to detail.
- Part-qualified or fully qualified accountant (AAT, ACCA, CIMA or equivalent).
- The role will require some flexibility around month-end, quarter-end, and year-end reporting deadlines.

### Desirable

- Experience using Salesforce or other CRM systems for invoicing.
- Experience within the charity or not-for-profit sector.
- Experience supporting budget holders and non-finance managers.

## GENERAL REQUIREMENTS FOR ROLES AT HOMELESS LINK

### Essential

- Willingness and ability to work outside normal office hours.
- Willingness and ability to operate in accordance with the values and policies of Homeless Link.
- Willingness and ability to work flexibly in response to changing organisational requirements.
- Commitment to bring into the work the views, needs and voices of people with direct experience of homelessness.

### Desirable

- A sound understanding of the causes, consequences and solutions to homelessness based on direct experience.

## Key Competencies

### Summary of Core Competencies

<p><b>Personal Contribution</b></p> <p><b>Personal Effectiveness:</b> Demonstrating effective working practices, striving to deliver high performance</p> <p><b>Effective Communication:</b> Demonstrates ability to communicate concisely, accurately and persuasively verbally and in writing with a range of audiences</p>	<p><b>Working with Others</b></p> <p><b>Teamwork:</b> Working cooperatively, building and nurturing strong relationships within and outside the organisation.</p> <p><b>Stakeholder Focus:</b> Identifying, understanding and striving to exceed the needs of all stakeholders.</p>	<p><b>Organisational Contribution</b></p> <p><b>Resource and Project Management:</b> Achieving results through efficient and effective management of projects and resources.</p> <p><b>Entrepreneurial and Innovative Thinking:</b> Generating and developing imaginative and innovative solutions and opportunities.</p>
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### Role or Grade specific competencies

<p><b>Expert/Technical Knowledge:</b> Demonstrating best use of required knowledge in specified field ensuring continuous learning and development.</p>		
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## Explanation of terms used

- **Role description:** gives details of the duties of the post. Use this as a guide to decide whether you think the job would suit you.
- **Person specification:** lists the criteria, which will be used to assess your application and covers the qualifications, specialist knowledge, experience, and track record that we are looking for.
- **Key competencies:** these are for your information. We will look for evidence of all these during the interview and testing stage if you are shortlisted.

## Employee Benefits

Salary Scales for Management Accountant

Hybrid (2 days in London Head Office)  
£43,090 - £48,527

Remote  
£38,655 - £43,530  
(Pay Review Pending – April 26)

It is our policy to appoint at the first point of the salary scale.

[For more information about working at Homeless Link follow this link to our website](#)

## 2. How to apply

### **Sending in your application**

Please provide your CV with a covering letter explaining how you meet the requirements for the role in the person specification and email to: [recruitment@homelesslink.org.uk](mailto:recruitment@homelesslink.org.uk).

We would also appreciate it if you would complete our online [EDI monitoring form](#), the information provided is not shared with the panel, but does really help us monitor the effectiveness of our selection procedures in relation to our EDI strategy

The closing date is 11am Thursday 7<sup>th</sup> May 2026 . Applications received after the published closing date will not be considered.

### **Supporting people with disabilities**

Homeless Link is committed to improving its employment opportunities for people with disabilities. Please let us know if you require support, modifications, adjustments, or special equipment to assist you with the recruitment process. We will contact you to discuss your requirements further.

### **Supporting people with experience of homelessness**

As part of Homeless Link's commitment to support people with experience of homelessness, we have committed to giving feedback to applicants who have experience of homelessness.