



Creative Support Ltd
Head Office
Wellington House
Stockport
SK1 3TS

Tel: 0161 236 0829
Fax: 0161 237 5126
recruitment@creativesupport.co.uk
www.creativesupport.co.uk

Management Accountant

Head Office, Stockport

Reference: 71972

Thank you for your interest in the above post, please find the specific role requirements and duties for this post detailed within this document. When completing the application form you may submit additional documentation, however we cannot accept a CV as a completed application.

Closing Date: 09 November 2026

Once you have submitted your application form, please allow *10 working days* after the closing date for a response. Please return the application form by email to recruitment@creativesupport.co.uk or by post to Recruitment, Creative Support, Head Office, Wellington House, 131 Wellington Road, Stockport, SK1 3TS.

We are very much looking forward to receiving a completed application from you.

Yours Faithfully,

Recruitment Department

All employees are subject to enhanced DBS checks.



Authorised by:	A Grogan	Date Authorised:	11/09/2026	Page Number:	1

JOB DESCRIPTION – MANAGEMENT ACCOUNTANT

Head Office, Stockport

Hours: Full time, 37.5 hours per week. Part time, minimum of 22.5 hours per week. Standard working hours are Monday-Friday between 09:00 & 17:00. To be worked flexibly according to the needs of the department. This role is office based, with no WFH.

Responsible To: Financial Reporting Team Manager

The Role:

To be responsible for all Fixed Asset Accounting and maintenance of the Fixed Asset Register, in accordance with the Housing SORP. To be responsible for accounting for lease payments in accordance with current accounting standards. To identify and implement process improvements and efficiencies. To play a key role in the monthly process required to produce complete and accurate Management Information Reports for both internal and external reporting purposes. To be a key part of the Accounts team, within the finance department and work closely with other teams within Head office.

Main Duties

1. To complete allocated month-end procedures and reconciliations to ensure that month-end reporting deadlines are met
2. To fully manage the capitalisation process, including expenditure review (in conjunction with the Property development team), and to ensure all fixed asset additions and disposals are properly accounted for according to the component principles of the Housing SORP.
3. To maintain the register of assets and ensure that depreciation is properly accounted for in line with agreed policies under component accounting as required by the Housing SORP.
4. To manage the accounting of all leases and ensure the accounting treatment is correctly assessed in accordance with FRS102 and other relevant accounting standards.
5. To produce monthly Balance Sheet reconciliation reports, and identify any areas of concern and lead on the successful resolution of such issues using knowledge of accounting principles and standards.
6. To review all financial processes and identify and implement improvements and efficiencies to ensure an accurate and timely financial reporting cycle.
7. To represent the Accounts team as a responsible and knowledgeable leader within the Finance department, by developing a clear understanding of the processes within the transactions teams, and taking a pro-active lead in managing queries and issues that could impact on the speed and accuracy of financial reporting.
8. To participate in Treasury Management on a rota basis.
9. To supervise, coach and mentor junior team members, ensuring that they undertake a sufficiently challenging and diverse workload to support their professional development.

Authorised by:	A Grogan	Date Authorised:	11/09/2026	Page Number:	2

10. To participate in the production of statutory accounts and annual budgets.
11. To contribute to the reporting of KPIs, value for money analysis, competitor analysis and benchmarking.
12. To work with the Head of Finance and the Financial Reporting Team Manager on the timetabling and implementation of the external audit process.
13. To produce agreed information for presentation and discussion with the external auditors and Board members, as required.
14. To attend and report to meetings of the Executive team, Trustees and Finance sub-committee as required.
15. To complete regulatory and statutory returns and surveys as required.
16. To remain up to date and knowledgeable with changes in accountancy standards.
17. To maintain an overview of taxation and VAT in order to highlight any issues that impact on the organisation.
18. To deputise for colleagues when needed.

Other Duties

1. To accept regular supervision and appraisal.
2. To carry out all work undertaken in a manner that reflects the charitable aims and values of Creative Support.
3. To comply with and to implement the Equal Opportunities Policy.
4. To maintain confidentiality at all times in accordance with Creative Support's Policies, GDPR and the Data Protection Act.
5. To identify your own training needs and requirements.
6. To observe all company policies, procedures and guidelines for good practice.
7. Any other duties as required.

Authorised by:	A Grogan	Date Authorised:	11/09/2026	Page Number:	3

PERSON SPECIFICATION – MANAGEMENT ACCOUNTANT

Head Office, Stockport

	QUALITIES AND SKILLS REQUIRED	How Assessed	Essential/Desirable?
1	A minimum of two years' experience of working in a management accounting or financial accounting role	Application & Interview	Essential
2	Recognised accountancy qualification (ACA/ACCA), or qualified by experience	Application & Interview	Essential
3	Significant demonstrable competency in Excel spreadsheets in order to interrogate and analyse large volumes of data	Application & Interview	Essential
4	Demonstrable experience of accounting for fixed assets, including considerations of capitalisation, disposals, impairment and depreciation	Application & Interview	Essential
5	Experience of designing and implementing improvements in accounting and reporting processes using Excel or other IT based solutions	Application & Interview	Desirable
6	Understanding of the accounting integration between payroll costings and accounts software	Application & Interview	Desirable
7	Experience of accounting for fixed assets and reporting under the Housing SORP	Application & Interview	Essential
8	Experience/knowledge of FRS102 Accounting for Leases	Application & Interview	Essential
9	Ability to investigate complex balance sheet accounts and identify and resolve any discrepancies	Application & Interview	Essential
10	Experience of using SAGE accounting packages	Application & Interview	Desirable
11	Degree or equivalent level academic qualification (2.1 or above)	Application & Interview	Desirable
12	Experience of supervising, managing and mentoring junior staff	Application & Interview	Desirable
13	Excellent organisational skills with the ability to manage deadlines in a fast-paced environment	Application & Interview	Essential
14	Ability to work as part of a team	Application & Interview	Essential
15	Experience of working in a complex, multi cost-centre accounting system	Application & Interview	Desirable

Authorised by:	A Grogan	Date Authorised:	11/09/2026	Page Number:	4

16	Excellent verbal and written communication skills	Application & Interview	Essential
17	Experience of working in the finance team for a social care company	Application	Desirable
18	Commitment to own ongoing personal/professional development	Application & Interview	Essential
19	Professional and business-like approach with the ability to inspire respect and confidence	Application & Interview	Essential
20	Willingness to undertake occasional travel as required and to work flexibly, in terms of hours and location.	Interview	Essential
21	A strong work ethic and a results-driven approach	Interview	Essential
22	Commitment to our charitable aims/values and to equality and diversity	Interview	Essential

TERMS AND CONDITIONS – MANAGEMENT ACCOUNTANT

Head Office, Stockport

Salary:	Up to £46,702 per annum	
	Point One:	£44,479 per annum
	Point Two:	£45,591 per annum
	Point Three:	£46,702 per annum
Please Note: <i>Our pay date is the 15th of each month (or the Friday before if this falls on a Saturday or Sunday). You will be paid in arrears for the previous 4/5 weeks, dependent on your starting date within the month. Starting pay points are allocated upon commencing the role based on criteria inclusive of experience, current specialism, salary and qualifications.</i>		

Hours of Work:

Full time, 37.5 hours per week. Part time, minimum of 22.5 hours per week. Standard working hours are Monday-Friday between 09:00 & 17:00. To be worked flexibly according to the needs of the department. This role is office based, with no WFH.

Holidays:

25 days plus 8 statutory days pro rata per annum.

Birthday Holiday Bonus:

All employees are entitled to one additional day (pro rata for part time employees) annual leave to be taken two weeks either side of your birth date. If you do not take this additional day within that period, you will lose this entitlement for that year. Staff who are on maternity, paternity, adoption and sick leave at the time of their birthday will be entitled to take this additional leave upon their return to work.

Birthday Holiday Bonus:

All employees are entitled to one additional day (pro rata for part time employees) annual leave to be taken two weeks either side of your birth date. If you do not take this additional day within that period, you will lose this entitlement for that year. Staff who are on maternity, paternity, adoption and sick leave at the time of their birthday will be entitled to take this additional leave upon their return to work.

Disclosure Checks:

All appointments will be subject to DBS enhanced disclosure and ISA checks.

Probationary Period:

The first four months will constitute a probationary period. When this is successfully completed, employment will be confirmed.

Probationary Bonus:

After the probationary period has been satisfactorily completed your further employment will be confirmed. Upon successful completion of your probationary period, you will be entitled to a one off £100 bonus pro rata (subject to tax), providing all induction processes have been completed satisfactorily and upon completion and submission of you end of probationary review paperwork.

Authorised by:	A Grogan	Date Authorised:	11/09/2026	Page Number:	6

Sickness Policy:

Creative Support operates a discretionary company sick pay benefit scheme which is for the purposes of preventing hardship during times of serious illness. The eligibility criteria and conditions for payment of Company Sick Pay (inclusive of SSP) are shown in the Employee Handbook. You may be eligible for Company Sick Pay benefits subject to compliance with these criteria as follows: -

- Creative Support does pay Statutory Sick Pay for the first three days of **any** sickness absence.
- First twelve months service - Not eligible for Company Sick Pay though you may be entitled to SSP.
- Twelve months to twenty-four months service - Up to a maximum of four weeks at full pay.
- Twenty-four months plus service - Up to a maximum of eight weeks at full pay followed by four weeks at half pay.

Pension:

Creative Support operates an auto-enrolment pension scheme with the People's Pension.

Life Assurance:

Currently set at two time's basic annual salary. Staff become members of a non-contributory group life assurance scheme after 6-month employment. This scheme provides a death in service benefit of two time's annual salary. Participation in this scheme is subject to the rules of the scheme as amended from time to time. We reserve the right to discontinue, vary or amend its life assurance scheme at any time on reasonable notice to you.

Discretionary Benefits:

Creative Support offers discretionary benefits in addition to statutory benefits. These include:

- Paid paternity leave
- Enhanced maternity leave
- Compassionate leave
- Carer's leave up to 5 days per annum

Employee Assistance Service:

This is currently administered by Health Assured. This is a completely free service, offering valuable advice on benefits, financial matters, consumer advice, health and legal issues. There is also a free counselling service which is accessible 24 hours a day, 7 days a week. Anything discussed with Health Assured is completely confidential and will not be shared with Creative Support.

Hospital Saturday Fund:

An easy and affordable way to help you spread the cost of healthcare such as dental, optical & physiotherapy.

Annual Rail Ticket:

Discounted annual rail season ticket plans available to employees through Northern Rail.

Payroll Giving:

Administered by Charities Trust, a tax efficient way of donating a regular basis to any of the registered charities either large or small.

WeCare Awards:

Recognising dedicated staff across the organisation with standard, silver and gold awards given out every 2 months.

Authorised by:	A Grogan	Date Authorised:	11/09/2026	Page Number:	7

Your Rewards:

Employee benefits and discount vouchers available through the Your Rewards website.

Long service: Awarded in the December following your 10, 15, 20 and 25 year anniversary of your continuous service date with the organisation.

Retirement Awards:

£100 bonus should you choose to retire whilst employed by Creative Support. Eligible for all permanent contracted employees with at least two years continuous service.

Refer a Friend Scheme:

Staff who successfully refer a friend to Creative Support's employment can claim £100 worth of vouchers when their friend starts and another set of £100 worth of vouchers when their friend passes the End of Probationary Review after four months of employment

Welcome Back Grant:

£200 worth of vouchers for employees who return to the organisation who had have at least six months between resigning from their original post and taking up their new role.

Company Mobile and Laptop:

If applicable to your job role the provision of a mobile smart phone, laptop and a 3G/4G dongle may be provided. Please note the employee will be liable for any damage or theft of these devices.

Travel Expenses:

These will be paid in accordance with the organisation Travel Expenses policy, please contact the HR Department for a copy of this.

Lease Cars/Car Allowance:

A mileage allowance is payable for the use of employee's car on organisation business. The organisation will reimburse your costs incurred on organisation business on a monthly business upon receipt of authorised claim forms. If you use a car on organisation business you will be required to have business use insurance. An employee's certificate of insurance must be made available for inspection on commencing employment.

Authorised by:	A Grogan	Date Authorised:	11/09/2026	Page Number:	8