



Role Management Accountant	Salary £48,000–£55,000 FTE, DOE
Location Bristol	Line Manager Chief Financial Officer
Contract Permanent, Full-time or Part-time (0.8 FTE preferred, 0.6 FTE considered)	Start Date 1st September or earlier depending on notice period

WHO WE ARE

Boomsatsuma is a proudly independent educator delivering bespoke, industry-connected education for 16-year-olds and up in Bristol and the South West, always with compassion, care and a real focus on the individual.

We deliver education that trains the next generation of creatives in art and design, television and filmmaking, photography, game design, digital media and sports media. Our courses are built to flex and evolve with the industries we're part of – so students build the knowledge and confidence to take their next step.

JOB DESCRIPTION

We're looking for an experienced Management Accountant to join our finance team and play a key role in supporting the organisation's continued growth and development.

This is an excellent opportunity for someone who enjoys taking ownership of the month-end process, working closely with operational colleagues and contributing to a mission-driven organisation where education, creativity and student success sit at the heart of everything we do.

Working as part of a small, friendly and supportive finance team, you will take ownership of the production of monthly management accounts and ensure the smooth day-to-day operation of the finance function.

You will manage an Accounts Assistant and work closely with the Chief Financial Officer and operational leaders across the organisation.

KEY RESPONSIBILITIES

Financial Reporting

- Preparation of monthly management accounts
- Production of balance sheet reconciliations
- Month-end journals, accruals and prepayments
- Analysis and investigation of variances where required
- Maintaining accurate and timely financial records

Finance Operations

- Oversight of daily banking activities and reconciliations
- Reconciliation of company bank accounts, petty cash and company credit cards
- Supporting the Accounts Assistant with transactional processing activities
- Ensuring the integrity of the general ledger

Compliance and Controls

- Supporting the annual audit process
- Assisting with VAT returns and HMRC reporting requirements
- Ensuring compliance with internal controls, accounting policies and financial procedures
- Supporting the development of robust financial processes as the organisation continues to grow

Team Support

- Day-to-day supervision and support of the Accounts Assistant
- Working collaboratively with colleagues across the organisation
- Providing financial information and support to operational managers where required



PERSON SPECIFICATION

You will be an organised and detail-oriented finance professional who enjoys working in a collaborative environment and takes pride in producing accurate, reliable financial information.

Essential

- Previous experience in a Management Accountant or similar finance role
- Strong experience producing monthly management accounts
- Excellent balance sheet reconciliation skills
- Experience posting journals, accruals and prepayments
- Strong spreadsheet skills and experience using finance systems
- Excellent attention to detail
- Strong organisational and time management skills
- The ability to work independently while also contributing as part of a team
- Strong written and verbal communication skills

Desirable

- ACCA, CIMA or equivalent qualification (or active study towards qualification)
- Exceptional AAT-qualified candidates will also be considered
- Experience within education, training or service-sector organisations
- Experience working within a multi-company or group structure
- Familiarity with UK VAT regulations and HMRC compliance requirements
- Experience using Sage

In Summary

If you're looking for a role where you can make a real impact, enjoy genuine flexibility and work alongside passionate colleagues in a creative and purpose-driven organisation, we'd love to hear from you.



WHAT WE OFFER

- Exceptional holiday entitlement of approximately 9 weeks per year, plus bank holidays
- Flexible and hybrid working arrangements
- Full-time or part-time working options
- Study support where appropriate
- A supportive and collaborative working environment
- The opportunity to make a meaningful contribution to an organisation changing lives through education
- Direct access to senior leadership and the opportunity to influence decision-making
- Employer pension contribution
- Cycle to Work Scheme
- Employee Assistance Programme (EAP)

HOW TO APPLY

To apply, send a CV and cover letter to jobs@boomsatsuma.com. Shortlisted candidates will be contacted to complete an application form prior to interview.

We value the benefits of having a diverse team, and our recruitment style ensures everyone is treated fairly. We welcome, and actively encourage, applications from people across all communities.