



Job Description

Job Title: Management Accountant	Job Reference No:
Department: Finance	Job Grade: CL5
Reports to: Senior Manager – Management Accounting	Nos Post Holders: 2
Location: UK	Date updated: December 2025

Purpose:

Deliver accurate and timely financial transactions and reporting, including journal postings, accruals, and prepayments, supporting management accounting processes and contributing to robust financial control.

Organisation Chart:



Dimensions:

- Budgetary responsibility: None
- Geographical scope: UK
- Breadth: Day to day transactional accounting, monthly close activities, support for management reporting.
- Key stakeholders: Business Unit Finance Directors, FP&A, Group Financial Controller, Head of Finance, Budget Holders.

Key Accountabilities:

- Prepare and post journals accurately and on time, ensuring compliance with financial policies and controls.
- Manage accruals and prepayments processes, ensuring completeness and accuracy of monthly accounts.
- Review and sign off Business Approval Forms (BAFs) to ensure compliance with governance requirements.
- Ensure correct coding of spend to cost centres and projects, maintaining accuracy for reporting and analysis.
- Support the production of management accounts by providing reconciliations, variance analysis, and commentary as required.
- Assist with budgeting and forecasting processes by providing accurate transactional data and insights.
- Maintain strong financial governance and contribute to continuous improvement of processes and systems.
- Collaborate with colleagues across Finance to ensure consistency and accuracy of reporting.

Our [values and behaviours](#) are our unifying beliefs and actions that guide us to do the right thing, always. It's not just what you do, it's how you do it too.

Knowledge, Skills and Experience required:

- Part or fully qualified accountant (ACA, ACCA, CIMA) or equivalent experience.
- Strong understanding of double-entry bookkeeping and core accounting principles.
- Experience in journal posting, accruals, prepayments, and coding of spend within a finance function.
- Proficiency in MS Excel and familiarity with ERP systems; experience with Planful desirable.
- Attention to detail and ability to work to tight deadlines.
- Good communication skills and ability to work collaboratively within a team.

High Risk Categories

From the list below select all categories that apply to the role so that the level of risk can be assessed and recorded and appropriate interventions applied (e.g. DBS checks, financial checks, relevant training provided etc.)

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|---|--|-------------------------------------|
| 1 | Work in schools or with vulnerable people (e.g. customer properties) | ☐ |
| 2 | Access to or edit rights to highly sensitive commercial information or personal data | ☒ |
| 3 | Director or Officer appointed to a Drax legal entity | ☐ |
| 4 | Role with Power of Attorneys in place | ☐ |
| 5 | Access to a company credit card (excl T&E card) | ☐ |
| 6 | Responsible to set up and maintenance of 3rd Party relationship | ☐ |
| 7 | Senior roles at Career Level 3 or above (excl US & Canada Pellet Operations roles) | ☐ |
| 8 | Roles interacting with people of influence (e.g. Government) | ☐ |
| 9 | Traders in Commercial or Treasury teams | ☐ |

Job Holder Signature:

Line Manager Signature:

Date: