

# Management Accountant

**£36,500 per annum**

**37 hours per week flexi-time ■ Basildon/Hybrid**



Chartered Trading  
Standards Institute

CTSI, boasting a rich legacy of safeguarding consumers for 144 years, stands as an ambitious professional membership organisation. Fuelled by the perspectives of our members and a resolute sense of purpose, we broaden our impact through the diverse range of services we provide to Trading Standards professionals across the UK.

We are looking for an experienced and motivated Management Accountant to join our team and play a key role in the smooth running of our finance function.

Working closely with the Financial Controller, you will supervise accounts staff, maintain an accurate and secure accounts system, and manage sales and purchase ledgers to ensure debts and payments are under control and in line with our terms. You'll be responsible for preparing VAT reports and supporting quarterly returns to HMRC, as well as contributing to the year-end accounts and audit process. Your role will also include reconciling bank accounts, managing petty cash, overseeing the fixed assets register, and supporting contract administration.

You should bring strong double-entry accounting knowledge and solid experience in balance sheet reconciliation. The ability to work to deadlines and make day-to-day decisions independently is essential, along with proficiency in Xero or similar accounting software, and competency in Excel and Word. We are looking for a team player, with excellent communication skills, capable of leading and motivating others, who demonstrates strong analytical and problem-solving abilities and can work effectively on their own initiative.

While not essential, it would be advantageous if you are part-qualified, have experience working with government grant funding, and have previously had supervisory responsibilities. A practical, common-sense approach will serve you well in this role.

We would love to hear from you, even if you don't have all the listed experience or skills; you might bring something valuable we haven't even considered!

Benefits include:

- Flexi-time, hybrid working, work your way policy
- Minimum 25 days holiday plus bank holiday
- Christmas shut down, paid volunteer days
- Increased pension contribution
- EDI and family friendly policies
- Training and Membership funding

For further details about CTSI, this role and how to apply, please download a candidate pack from <https://www.tradingstandards.uk/about-us/job-vacancies-at-ctsi/>

**The closing date for receipt of applications is 5.00pm on 21 May.  
Interviews will be held on 23 May 2025.**

CTSI is an equal opportunity employer dedicated to fostering diversity, inclusion, and equal opportunities in the workplace for all staff. We encourage applications from individuals of all backgrounds. If you require any accommodations during the application process, please reach out [hr@tsi.org.uk](mailto:hr@tsi.org.uk)

