

<b>Job Title:</b>	Management Accountant – Grants & Audit
<b>Department:</b>	Finance

**ROLE TITLE:** Management Accountant – Grants & Audit  
**Reports to:** FP&A Manager

**Direct reports including contractors:** None

**Key relationships:** External auditors  
 HVMC, IUK and other grant funders  
 Finance Team  
 Operational Teams  
 PM/PMO's

**ROLE PURPOSE:**

- To be responsible for calculating, maintaining, reporting and reconciling all grant funded activities.
- To be responsible for supporting the annual Core grant allocation process.

**MAIN ACTIVITIES:**

- Ensure complete and accurate grant claims are made on behalf of NCC, working closely with the Stakeholder Accountant.
- Process - from start to finish - grant claims, including audit liaison and external grant system management.
- Provide full coverage for the Stakeholder Accountant and support when required.
- Drive the improvement of the accuracy and efficiency of grant claim processes, through working closely with teams outside of Finance.
- Produce grant rate calculations in line with Funders criteria for labour, equipment and overhead recovery. Support on ad-hoc queries.
- Ensure that the relevant charge rates for grant claims are accurate, clearly documented, uploaded to D365 system and accessible to the PMs.
- Provide Finance support into Catapult HVMC reporting and other similar reporting requirements (both external and internal)
- Produce monthly reconciliations between General Ledger and Catapult Core grant claim.
- Ensure all data used in grant rate calculations is robust and correct
- Lead on monitoring of Catapult Core grant, ensuring budget holders are aware of their spend monthly (weekly updates leading up to March year-end).
- Provide wider support to the Finance team during annual statutory audit – provide samples as required to external auditors.

This Job Description is not an exclusive or exhaustive list of all activities that an individual in this position may be asked to perform. You may be required to undertake other responsibilities or activities, as requested by your line manager, to support your team or wider NCC activities.

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## PERSON SPECIFICATION

Essential	Desirable
<p><u>Qualifications/Experience</u></p> <ul style="list-style-type: none"> <li>■ Excellent analytical, problem-solving, and decision-making skills.</li> <li>■ A “right-first time” approach is critical to the role.</li> <li>■ Experience of handling large data volumes to derive financial output</li> <li>■ Exceptional communication and interpersonal skills, with the ability to interact effectively with all levels of the organisation, including outside of the Finance team</li> <li>■ Qualified or working towards (ACA, ACCA, or CIMA)</li> <li>■ Experience supporting audits, compliance activities and liaison with internal or external auditors, or from performing the audit itself.</li> </ul>	<p><u>Qualifications/Experience</u></p> <ul style="list-style-type: none"> <li>■ Worked in a project and/or grant based environment</li> <li>■ Used Microsoft D365 F&amp;O</li> <li>■ Project management skills</li> </ul>
<p><u>Behavioural Competencies</u></p> <ul style="list-style-type: none"> <li>■ Confident, self-motivated team player with leadership potential</li> <li>■ Strong stakeholder engagement skills; able to liaise effectively across engineering, project management, and business teams</li> <li>■ Proven ability to meet tight deadlines and manage multiple priorities</li> </ul>	<p><u>Behavioural Competencies</u></p> <ul style="list-style-type: none"> <li>■ Willingness to challenge senior management and ensure compliance with policy and procedure</li> <li>■ Able to explain and simplify complex scenarios</li> </ul>