

Candidate information pack

Management Accountant

Closing date: 5pm, Friday 19th June 2026

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Welcome

If you're passionate about healthy living and health promotion, and want to see a world where no one develops a preventable cancer, why not consider joining us at World Cancer Research Fund?

Cancer currently affects one in two people in the UK but, as the cancer prevention experts, we know that about 40% of cancers could be prevented.

World Cancer Research Fund champions the latest and most authoritative scientific research from around the world on cancer prevention and survival through diet, weight and physical activity, so that we can empower people to make informed lifestyle choices to reduce their cancer risk.

As an international network of charities in the UK, EU and US, we've been funding life-saving research, influencing global health care policy, and educating the public on how to make informed choices since 1982.

To meet our vision of living in a world where no one develops a preventable cancer, we need high quality and motivated employees from a mix of backgrounds and with a range of skills and experiences. In return, we aim to offer the best possible working environment for people so that talent is nurtured and developed.

Within this candidate pack you will find additional information about the role you are applying for and the benefits we offer.

To apply for this role, please complete and submit a CV, covering letter (maximum two pages) and the attached equal opportunities form. If you have any queries please contact Human Resources at hr@wcrf.org or visit our website at wcrf.org

On behalf of World Cancer Research Fund we thank you for your interest in helping to prevent cancer and we wish you the best of luck with your application.

Best wishes,
Human Resources

Our values

EVIDENCE BASED

We are authority on lifestyle related cancer research – continuously learning and evaluating, so that we can deliver excellent outcomes.



INCLUSIVE

Everyone counts – we value, respect and trust each other.



INFLUENTIAL

We are collaborative, engaged and focused on maximising impact in all that we do.



INNOVATIVE

We are curious and creative; evolving and exploring so we can deliver solutions that make a real difference.



EMPOWERING

We make every day meaningful, building and sharing our knowledge and allowing our passion to shine through.



Innovation and AI

Artificial Intelligence (AI) is an integral part of how we work at WCRF and we are actively integrating AI and new technologies into our ways of working.

We are committed to using AI and emerging technologies to:

- Improve efficiency and reduce administrative burden
- Enable higher-quality, more impactful work
- Make the best possible use of our resources and donor funding
- Support our staff in developing future-ready skills

This means that all roles—regardless of function—are expected to:

- Be open to learning and adopting new tools and processes
- Contribute to improving how we work through innovation
- Use AI responsibly to increase efficiency and quality of output
- Continuously develop skills to stay effective in a changing workplace

All staff are expected to engage with new tools, processes, and ways of working as they are introduced. While existing approaches may be effective today, part of our organisational responsibility is to continuously evolve and adapt to future needs.

You do not need to be an expert in AI to join us. However, a willingness to learn, adapt, and explore new approaches is essential.

We recognise that adopting new ways of working can feel challenging. We are committed to supporting our staff through training, tools, and shared learning so that everyone can confidently navigate these changes.

Being open to change, learning new skills, and experimenting with better ways of working is a core part of every role at WCRF.

By embracing innovation, we ensure that our time is focused where it matters most—delivering impactful work that makes the best use of donor funding.

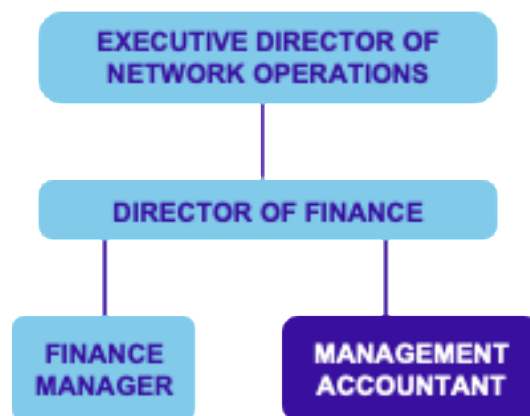
About the role

We are seeking a Management Accountant who will be responsible for the financial reporting of WCRF UK from journal entry and reconciliations through to preparing full UK Financial reports. You will need to conduct full variance analysis with budgets and prior year and draft the Board reports to a high standard. You will also be expected to participate in the annual audits and work closely with the other members of IFS.

Who you will be working with:

You will be working with International Financial Services (IFS), a central service based in the US, though you will report to the Director of Finance who is based in the London office.

WCRF Finance Department



What we are looking for:

- professional accounting qualification (finalists accepted) in accountancy.
- Strong analytical skills and attention to detail.
- Proficiency in financial software and advanced Excel skills.
- Knowledge of financial regulations and reporting standards.
- An understanding of the Charity SORP
- Proven ability to manage multiple tasks and meet deadlines effectively.
- Strong communication skills to present financial data clearly to stakeholders.

Job Description

Job title	Management Accountant
Department	Operations (International Financial Services)
Reporting to	Director of Finance
Contract	Permanent
Location	London N1
Hours	37.5 hrs per week – full time We're a hybrid working employer, meaning you're required to come into the office 2 days per week, currently Tuesday and Wednesday or Thursday
Salary	FTE: £45,000 - £50,000 per annum, plus benefits

Department description

This role sits within the WCRF London Office and is part International Financial Services that covers the whole network. The WCRF International position works with all territories within WCRF and includes WCRF UK, WKOF (Netherlands) and AICR (US) to ensure accurate financial reporting across the Network. IFS is responsible for the monthly management accounts that get sent to the Boards of Trustees. It participates in all the annual audits and produces the financial statements that get uploaded online and sent to Companies House.

The department also interacts with colleagues around the WCRF Network, both in the US and in the Netherlands.

Main purpose of the role

In conjunction with colleagues at WCRF International Financial Services (IFS) based in the US, the post holder will primarily be responsible for the processing of daily, weekly and monthly financial information for WCRF UK and the production of management accounts, as well as providing financial support for the other Network members as required.

The role reports to the Director of Finance in the UK but deals closely with the Assistant Controller based in the US, on a day-to-day basis.

Main duties and responsibilities

A	General Financial Operations
1	Review input and support data to facilitate the preparation and entry of monthly, quarterly and annual journal entries as part of the monthly and annual close process, paying strict adherence to UK GAAP and Charity SORP
2	Ensure that all financial reports are accurate, comprehensive, and submitted in a timely manner
3	Provide detailed financial analysis and insights to senior management, facilitating informed decision-making and strategic planning

4	Oversee and manage all daily financial operations, including accounts payable and receivable, payroll processing, and bank reconciliations, ensuring accuracy and timeliness in all transactions
B	Budgeting and Forecasting
1	Support the Director of Finance to develop the annual budget for the UK, working collaboratively with department heads to establish realistic and achievable financial goals
2	Working with colleagues in the London WCRF office, monitor budget performance, identify variances, and provide thorough variance analysis and forecasting to anticipate future financial needs and constraints
C	Compliance and Audit
1	Support the Director of Finance as liaison between IFS and the auditors
2	Work with colleagues at IFS in the US to prepare all necessary documentation and responses to audit queries to ensure a smooth and efficient audit process
3	Support the Director of Finance to ensure full compliance with all tax regulations, including VAT, payroll, and other statutory requirements. Maintain up-to-date knowledge of changes in charity legislation
D	Financial Management
1	Monitor the financial performance of UK grants and funded projects meticulously, ensuring all expenditures are in line with donor requirements and project budgets
2	In conjunction with the Director of Finance and colleagues at IFS, prepare comprehensive financial reports for trustees and senior executives, providing clear and detailed accounts of fund utilisation and project financial performance
3	Develop and deliver well-drafted financial analyses and reports tailored to various different audiences, ensuring clarity, accuracy, and relevance
E	General Finance
1	Identify, recommend, and implement process improvements to enhance the efficiency, effectiveness, and accuracy of financial operations
2	Stay current with the latest developments in UK financial regulations and accounting standards, ensuring the organisation remains compliant and adopts best practices
3	Proactively understand and address the information needs of internal and external stakeholders, providing timely and accurate financial information and support
F	Other
1	Work with the other members of the Operations department and take on new tasks and responsibilities within the area as required
2	Observe and comply with all WCRF's policies and procedures, including the key policies and procedures on Confidentiality, Data Protection, Health and Safety and Information Technology
3	Act in a calm, professional and confidential manner at all times
5	Attend department team meetings as required and contribute to the overall planning and development of the department
6	Support and gain experience of other WCRF departments
7	Undertake any other duties as required by the Director of Finance

Person specification

The person specification describes the specific experience, knowledge, skills, qualifications and attributes that are needed for the job.

		Application	Assessment	Interview
Experience	Experience of drafting and monitoring budgets, including identifying variances and forecasting	✓		
	Demonstrable experience of applying accountancy skills across multi-national currencies	✓		
	Experience of working internationally with different cultures and time zones			✓
	Proven experience of reconciliation of bank and other balance sheet accounts			✓
	Strong experience of financial operations and procedures including preparing management accounts, variance analysis		✓	✓
	Experience of audit processes and working with auditors	✓		
	Experience of preparing financial reports for a variety of audiences			✓
	Experience of using accounting packages and proven ability to learn new accounting software	✓		
	Experience of developing and managing key stakeholder relationships			✓
Knowledge and technical skills	Knowledge of and experience with UK reporting and accounting principles	✓		
	Knowledge of tax regulations including VAT, payroll etc.	✓		
	Understanding of UK GAAP and Charity SORP (FRS 102)			✓
	Proficiency with Financial Management software			✓
	Proficient in Microsoft Office Suite (Word, Outlook and particularly Excel), SharePoint, and other relevant software	✓	✓	

Personal attributes	Excellent attention to detail (particularly spotting numerical errors)	✓		
	Proactive problem-solving skills, including the ability to generate new ideas and to explore new and better ways of doing things			✓
	Excellent interpersonal skills and the ability to interact confidently and diplomatically with a range of stakeholders			✓
	Ability to work on own initiative, manage time effectively, prioritise workloads, work under competing pressures and deadlines whilst maintaining attention to detail			✓
	Ability to communicate effectively both orally and in writing to a wide range of audiences including senior staff			✓
	Ability to deal with issues as they arise and use judgement to know when to pass issues onto senior colleagues			✓
	Be responsive to a range of requests and be able to adapt quickly to changing circumstances			✓
	Ability to report and present complex financial information in an accessible and people friendly way			✓
	Ability to uphold confidentiality and demonstrate sensitivity at all times			✓
	Ability to work confidently and accurately with numbers and sensitive information			✓
	A continuous improvement mindset that's always looking for better ways of doing things			✓
	A willingness to actively engage with AI and other similar tools, demonstrating an openness to new ways of working to improve efficiency			✓
Education and qualifications	Newly qualified or finalist, in an accounting qualification (ACCA / CIMA)	✓		

Terms, conditions & benefits

Salaries

World Cancer Research Fund operates a fair and transparent pay policy. We always ensure a salary range is listed on all of our job adverts and we benchmark the salaries for all our roles every 2/3 years to ensure we are paying fairly within market norms.

Staff salaries are paid into bank accounts once a month on the 26th of each month.

Hybrid working

We are currently operating hybrid working for all staff across the organisation. The office is open 3 days a week (Tues, Wed and Thurs) and full-time staff are required to be in the office at least 2 of these days each week, Tuesday and Wednesday or Thursday.

Flexi-time scheme

A flexi-time scheme is in operation across the organisation. The daily requirement is to work 7.5 hours.

Staff also need to take a lunch break of at least 30 minutes (staff can take up to a maximum of 2 hours for lunch). The core hours are 10am–4pm, Monday to Friday when all employees must be present. Employees may arrive for work between 8am and 10am and leave between 4pm and 7pm. The daily minimum hourly requirement of 7.5 working hours per day plus lunch must be met; any extra time cannot be "rolled over" or "banked".

Annual leave

Our annual leave year runs from 1 October to 30 September. Annual entitlement for full-time staff is in relation to length of service:

Less than 1 year of continuous service at the beginning of a holiday year: 25 days (pro-rated to your start date)

1 year or more of continuous service at the beginning of a holiday year: 26 days

3 years or more of continuous service at the beginning of a holiday year: 28 days

5 years or more of continuous service at the beginning of a holiday year: 30 days

In addition, the office is closed from the end of the last working day before Christmas until the first working day after the New Year.

Sick leave

For full-time staff, we allow up to 20 days sick leave in any rolling year without deducting pay. This allowance increases to 25 days sick leave plus 40 days half-pay after one years' service.

Pension plan

We contribute into an approved pension scheme, which is administered by Standard Life. Employees will be auto-enrolled into the scheme after 3 months and will contribute a minimum of 5% of their salary each month. World Cancer Research Fund will match the employee's contributions of up to 5% of the employee's salary each month.

We also offer staff the option to switch their pension to a salary sacrifice arrangement on request.

Private healthcare

We offer private healthcare for employees, which gives all employees access to private healthcare (hospital and outpatient care) by referral from NHS. You are eligible to join the scheme after successful completion of the probationary period.

Dental cover scheme

We offer all employees a contribution to their dental expenses by allowing employees to opt in to a dental cover scheme. You are eligible to join the scheme after successful completion of the probationary period.

Life assurance and income protection

We cover all employees from their first day of employment and provide cover, which is equal to 4 x the individual's salary on death while employed alongside critical illness cover.

Permanent Health Insurance (PHI) scheme

All permanent members of staff, up to the age of 65, whose normal hours of work are at least 15 per week, are covered by the organisation's Permanent Health Insurance (PHI) Scheme, at no cost to employees.

PHI is intended to provide income protection in the event of long-term illness or disability. The scheme provides an income replacement of up to 50% of the basic annual salary after a waiting period of 26 weeks, starting from the date a disability commences.

Season ticket loan scheme

Employees can take advantage of an interest free loan for a purchase of an annual travel ticket. The loan is repaid via equal deductions from the employee's salary over a 12-month period. You are eligible to join this benefit after successful completion of the probationary period.

Cycle to work scheme

Employees can take advantage of an interest free loan for a purchase of a tax-free bike or accessories. The loan is repaid via equal deductions from the employee's salary over a 12-month period. You are eligible to join this benefit after successful completion of the probationary period.

World Cancer Research Fund office also offers secure, lockable, storage for your bike and there are showers available within the office.

Employee assistance programme

All employees, and their families, have access to a 24-hour confidential advice and support line. This service offers access to trained advisers and counsellors from The British Association for Counselling and Psychotherapy (BACP) who can offer advice on a range of issues, including financial and debt concerns, legal information, relationship or family worries, bereavement, stress, anxiety and other emotional issues. If appropriate you may also be referred for up to eight sessions of face-to-face counselling.

Mental health and wellbeing

We run a Mental Health Champions scheme that staff can volunteer to be a part of. Our Mental Health Champions are sent on an accredited Mental Health Training Course and are then available to offer help to any staff member experiencing a mental health problem; guiding them to access appropriate professional help. They also work in collaboration with the organisation to promote wellbeing and encourage a culture where mental health can be discussed openly.

Flu vaccinations

We offer staff the chance to receive a free flu vaccination each year. This is either at the World Cancer Research Fund office, where a trained nurse will be arranged who will administer the vaccine onsite, or by providing a voucher to enable them to receive the vaccine at a participating pharmacy of their choice.

Christmas and summer parties

We hold two annual parties, in the Summer and at Christmas, paid for by the organisation, for staff to come together outside of work and have fun!

Dog friendly office

Staff currently have the opportunity to bring their dog into the office one day per week (Thursdays) subject to World Cancer Research Fund guidelines.

Training and development

World Cancer Research Fund is committed to enabling professional development and all staff are encouraged to regularly discuss training and development. In addition, there is an annual appraisal process in place during which individual needs are formally discussed and identified.

We also offer payment for job-related professional subscriptions and fees (subject to World Cancer Research Fund guidelines), opportunities to attend international conferences on behalf of the organisation, and study leave and sabbatical leave policies.

Probationary period and notice period

The post-holder is subject to a 6-month probation period during which 1 weeks' notice on either part will apply. Following successful completion of the probationary period the post-holder will be on 2 months' notice period.

How to apply

Recruitment timetable:

Closing date for applications:	5pm, Friday 19 th June 2026
First interviews:	w/c 6 th July 2026
Second interviews:	w/c 13 th July 2026

To apply

You can apply for this vacancy by submitting a CV (max. 3 pages), covering letter (max. two pages) and a completed Equal Opportunities Monitoring Form. Your covering letter should provide specific examples of past achievements to demonstrate how you meet each criterion of the Person Specification and should also highlight how your skills and experience would benefit World Cancer Research Fund.

Your CV, covering letter and completed Equal Opportunities Monitoring Form can be submitted by email or post:

E-mail: hr@wcrf.org

Address: Human Resources
World Cancer Research Fund
140 Pentonville Road
London N1 9FW
UK

Phone: 020 7343 4200

If you do not hear from us within 14 days of the closing date, please assume your application has been unsuccessful on this occasion. Please note that we only provide feedback to shortlisted candidates.

Equal opportunity monitoring form

World Cancer Research Fund is committed to equal opportunities for all. Please help us monitor the effectiveness of our Equal Opportunity Policy by completing and returning this form. This will be separated from your application prior to assessment and used solely for statistical purposes.

Post applied for:	
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Please tick the appropriate boxes below:

Gender

Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
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Disability

World Cancer Research Fund welcomes applications from people with disabilities. The Disability Discrimination Act 1995 describes a disability as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities. Having read this definition, do you consider yourself to have a disability?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Ethnic group

The categories indicated below are those recommended for use by the Commission for Racial Equality.

How would you best describe your ethnic origin?

Bangladeshi	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Black – African	<input type="checkbox"/>	Irish	<input type="checkbox"/>
Black – Caribbean	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Black – Other (please specify)	<input type="checkbox"/>	White	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>

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Nationality

UK	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>

.....

Thank you for answering these questions.

Job applicant privacy notice

As part of any recruitment process, World Cancer Research Fund collects and processes personal data relating to job applicants. World Cancer Research Fund is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. World Cancer Research Fund collects a range of data about you which will include:

Your name and contact details (including email address and telephone numbers);

Details of your skills, qualifications, experience and employment history;

Details regarding your current levels of remuneration and any work benefits entitlements;

Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;

Information regarding your right to work in the UK; and

Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

This information will be collected from your CV and/or cover letter on application to us, plus from your examination certificates, passport, driving licence or other identity documents provided. We may also collect personal data about you from third parties, such as references obtained from former employers, background checks or criminal records checks as applicable.

How we handle the data that is submitted by you

This data will be stored in an electronic format (including email) on our internal IT systems and also on paper within our HR Department. Your information may be shared internally for recruitment purposes with our recruiting managers, HR and IT team strictly for decision making purposes. We do not share your data with any third parties.

Why we process personal data

We need to process your data to take the necessary steps prior to entering into any contract with you. We may also need to process your data if we agree to enter into a contract with you. We have a legitimate interest in processing your data during the recruitment process to ensure that we make and keep records of the process. These records allow us to manage the process effectively, assess a candidate's suitability for employment and decide whom to offer the roles to. We may also, from time to time, need to process data from job applicants to respond to and defend against legal claims.

Disclosure of your information

World Cancer Research Fund may transfer your data outside of the European Economic Area. However, your data will be protected as well as it would be in the EEA. Internally we will protect your data through internal controls and policies to ensure that your data is not lost, accidentally destroyed, misused, and is not accessed by our employees except in the proper performance of their duties.

Data retention

We will retain your personal data for a period of 1 year after we have communicated to you our decision about whether to appoint you to the role. We retain the information for that period so that we can show, in the event of a legal claim that we have not discriminated against candidates on prohibited grounds that we have conducted the recruitment process in a fair and transparent way. After this period, we will securely destroy your personal data in accordance with the applicable laws and regulations

If your application is unsuccessful, we may keep your personal data on file for any suitable employment opportunities. We will seek your consent before we do so and you are free to withdraw your consent at any time by notifying us in writing.

What if you do not provide personal data

You are under no statutory or contractual obligation to provide your data to us. If you elect not to do so however, we will not be able to process your application properly, if at all.

Automated decision-making

Our recruitment process is not based on automated decision making and as such you will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Data protection legislation (your rights)

As a data subject, you have a number of rights including:

Access to your data on request

Require us to stop processing your data on demand

Requires us to delete your data on demand

To change any incorrect or incomplete data we hold on you

Request the transfer of your personal data to another party

If you would like to exercise any of these rights or have any queries with the privacy notice, please contact: The Director of HR & London Operations, World Cancer Research Fund, 140 Pentonville Road, London N1 9FW.