

Management accountant/finance manager

About First Psychology

First Psychology is a leading independent provider of counselling, psychological therapies and wellbeing interventions. We have expanded rapidly over the last 5 years and now operate 12 centres throughout Scotland and Northern England, with an administrative base in Edinburgh and circa 130 practitioners based in our various locations.

First Psychology provides services to self-referred clients including individual adults, couples, families and children. We also operate a commercially focused service providing therapy, rehabilitation training and consultancy to businesses, organisations and legal referrers. We are increasing our CPD and training outputs, developing partnerships with the third sector and expanding into new locations both within the UK and internationally.

This is an incredibly exciting time for our growing organisation. We are looking to recruit a Finance Assistant to provide high quality financial, administrative and clerical support to ensure effective, efficient and accurate financial and administrative operations across the different companies within the group. We are looking for an enthusiastic individual who can work effectively and can demonstrate excellent personal organisational skills. This role is integral to the continued achievement of First Psychology and the right candidate will play an important part in our future expansion.

About the role

We are seeking a proactive and commercially minded Management Accountant to manage, develop and support our finance department. This role will focus on providing accurate financial reporting, cost analysis, and strategic insight to drive efficiency, profitability, and sustainable growth. You will work closely with operational and clinical teams, ensuring that financial decisions support the delivery of exceptional client care while maintaining a strong and resilient business model.

The role would suit an experienced management account or someone looking to move from private practice to industry. We are in the final stages of developing our bespoke practice management app, One Practice, which includes significant financial functionality.

Duties

- Prepare monthly management accounts with detailed analysis of revenue and service profitability.
- Ensure all month-end tasks are completed to meet relevant deadlines.
- Manage budgeting and forecasting processes.
- Ensure compliance with accounting policies and statutory reporting requirements.
- Identify, implement and develop process improvements throughout the finance functions.
- Monitor and analyse financial performance across therapy services, identifying trends, risks, and opportunities.
- Provide financial modelling and scenario analysis to inform investment and growth decisions and support business planning.
- Managing the finance team to work effectively and efficiently.



- Overseeing the transactional finance output of the team and monitoring the general ledger.
- Collaborating with internal business functions to ensure their processes align with the company's financial systems.
- Processing payroll and ensuring compliance with PAYE requirements.
- Liaise with external accountants/auditors as required.

Skills & Qualifications required

- Qualified accountant (CIMA, ACCA, ACA, ICAS) or qualified by experience.
- Strong background in management accounting or financial accounting, ideally with experience in private healthcare or within a people-centred industry.
- Exceptional attention to detail, analytical capability, and commercial awareness.
- Strong technical knowledge of VAT, Corporation Tax and PAYE, ideally in relation to healthcare and medical services.
- Proficiency in financial modelling, budgeting, and forecasting.
- Advanced Excel skills.
- Proven experience in using Sage 50.
- Clear communicator with the ability to explain financial insights to non-finance stakeholders and to work as part of a team.
- Strong commercial awareness with the ability to link financial performance to business outcomes and to support the senior team with decision making and information.
- People management skills including the ability to motivate, manage and support a small team of finance colleagues.
- Ability to work independently.

Preferred Attributes

- Knowledge of bespoke billing systems, insurance providers, and self-pay clients.
- Analytical mindset with a focus on continuous improvement and profitability.
- Collaborative and approachable, with strong stakeholder management skills.
- Passion for supporting organisations that deliver positive impact on mental health and wellbeing.

To apply

If you have the passion to succeed and want to be part of our exciting future, please send an up-to-date CV and covering letter indicating your reasons for applying for this position and identifying the key skills and attributes that you will bring to this post to hello@firstpsychology.co.uk

Salary: £45k - £50k (pro-rata)

Hours: 22.5 per week (working pattern to be agreed)

Location: First Psychology Head Office, 2 Hill Street, Edinburgh (primarily office-based with some limited opportunities to work from home)

Reports to: Clinical director

Closing Date: Friday 19 September 2025

