

POSITION DESCRIPTION

POSITION TITLE:	Management Accountant
LOCATION:	Southport
REPORTING TO:	Finance Manager
DEPARTMENT:	Corporate Services

PURPOSE STATEMENT

The purpose of this position to provide accurate and timely corporate accounting to the organisation and to support the Head of Finance in the delivery of finance services including (but not limited to): budgeting, month end processing, reporting and analysis, balance sheet reconciliations and revenue management.

OUR VISION

To improve social equity through having more people in jobs, more people learning new skills, and more communities exposed to positive change.

OUR MISSION

- To promote training, employment and workforce planning solutions to employed, under-employed and at risk members of our Communities, with particular emphasis on youth.
- To provide bridging assistance where government and community resources are lacking.
- To assist new and existing businesses to grow and prosper through effective workforce planning.
- To create and maintain partnerships with other providers, industry groups and governmental agencies

OUR VALUES

- **Inclusive:** People of all communities coming together as one team for common goals
- **Excellence:** We always strive to exceed
- **Resilience:** Equipped to meet challenges and exceed
- **Integrity:** We act with honesty and sincerity
- **Innovation:** Embracing new ideas and technology to stay ahead of change

REPORTING

This position reports to the Head of Finance

PRIMARY DUTIES

- Undertake month end processes including the processing of journals and accruals.
- Analysing financial results and communicating the results to stakeholders in a meaningful way.
- Reconciliation and management of balance sheet accounts (including bank reconciliations).
- Assist with the preparation of annual budgets.
- Ensure accuracy, completeness and conformance to financial policies and procedures.
- Maintain a contracts register for all revenue streams and oversee the timing of payments and cashflows.
- Examine operating expenditure and drive cost optimisation.
- Assist the Head of Finance in identifying business improvement opportunities.
- Liaising with clients and internal stakeholders regarding all finance matters and responding to financial queries
- Supporting the Head of Finance in the implementation of financial processes.
- Assisting with project work such as the preparation of tender bids.
- Relationship management with internal and external clients.
- Provide backup support to other members of the finance team as required.
- Commitment to act in a manner which promotes and protects the safety and wellbeing of children and young people by adhering to the Child Safety National Principles and TBG's Child Safety policies and procedure.
- Any other tasks assigned which may be reasonably requested from time to time, which contribute to the success of the organisation.

KNOWLEDGE, SKILLS & EXPERIENCE

- Previous experience in a similar role, including sound knowledge of financial practices to provide accurate and timely financial management reports and data analysis.
- Demonstrate experience in the interpretation and use of data, problem solving and analysis.
- Advanced excel skills and the ability to accurately manipulate large data sets whilst ensuring the accuracy of information and suitability of delivery method.
- Strong communication skills and ability to distil business requirements into understandable processes.
- Must be adaptable and able to work with many different teams and systems.
- Ability to work in a fast paced environment, whilst ensuring strong attention to detail and high levels of accuracy.
- Demonstrated ability to meet strict guidelines within established timeframes.
- Positive approach to a continual changing work environment.
- Experience with Navision is desirable but not essential.

KEY DIMENSIONS: RELATIONSHIPS

- Accuracy and attention to detail
- Building strategic working relationships
- Communication
- Managing work and time
- Continuous improvement and innovation

QUALIFICATIONS

- Demonstrate experience and qualification in the interpretation and use of data, problem solving and analysis
- Possession of a qualification as a Certified Practising Accountant or equivalent

KEY SELECTION CRITERIA

- CPA/CA qualification (or significant progress towards).
- At least 3 years' experience in a management accounting role.
- Demonstrated experience in providing management reports to the Executive/Board.
- Demonstrated experience in analysing large data sets and variance analysis.
- Can do attitude and demonstrated experience in being a team player.
- Excellent written and verbal communication skills.
- Advanced Excel skills and experience with accounting systems (Navision experience is desirable but not essential)

This Position Description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. This position may include travel.

I have read and understood the duties and responsibilities required of me in this role.

Employee Signature: _____ Date: _____