

POSITION DESCRIPTION

Position Title:	Management Accountant
Incumbent	
Department:	Corporate Services
Classification:	60.8 - 76 hours per fortnight
Location:	Kwinana (with requirements to work across other sites as required)
Salary:	Above Award
PD prepared by:	Corporate Services
Date approved/updated:	August 2020
Version:	V.2 2020
Reports to:	CEO
Supervision of:	Finance

POSITION SUMMARY

The Management Accountant has exposure across both Management and Financial accounting disciplines, including reporting and compliance. Providing hands-on high quality financial and management reporting, with the responsibility for overseeing the full finance function, including the continuous development of the finance systems for all organisational programs.

FOR ADVERT: The position will suit a recently graduated accountant or someone looking to grow their experience. This is a unique opportunity to gain exposure to all aspects of accounting in a mid sized not for profit organisation.

Please Note: This Position Description serves to illustrate the scope and responsibilities of the position and is not intended to be an exhaustive list of responsibilities. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the organisation.

KEY RESPONSIBILITIES

Accounting and Financial Management

- Monthly financial reporting for the Board and management
- Preparation of organisational budgets and forecasts in conjunction with the CEO
- Reporting and advising managers on program budgets and performance
- Cash flow management and forecasts
- Financial input to tender applications
- Guidance and oversight of the finance function including, bank reconciliations, accounts payable, accounts receivable and payroll.
- Statutory reporting and payment of BAS /IAS/FBT
- Preparation of and full working papers for annual statutory accounts
- Statutory financial reporting to governing bodies
- Manage all compliance matters including income tax, FBT, Superannuation, GST, BAS forms, ASIC forms
- Review, maintain and update policies and procedures relating to financial issues

Leadership

- Provide effective and inspiring values-driven leadership
- Maintain and build a culture of collaboration – both internally and externally to the organisation, including to encourage “whole of organisation” thinking amongst staff
- Provide support to CEO, and Managers as required

Workplace Culture

- Focus on continuous improvement in all our work methods and service to clients
- Work cooperatively with other BTG staff
- Comply with the organisation’s Code of Conduct
- Comply with the organisation’s policies and procedures
- Represent BTG in a highly professional manner at all times

Workplace Health & Safety

- Ensure effective practices are followed to mitigate risk to staff, clients and visitors
- Adhere to operational guidelines, policies and procedures relating to safety

- Ensure participation in scheduled site audit and fire drills
- Report on accidents and incidents with appropriate documentation
- Proactively report to management on identifies OHS hazards

KEY PERFORMANCE INDICATORS

- Achieve unqualified audit outcomes for all areas of financial processing and activity.
- Ensure compliance with all statutory functions
- Meet all reporting and compliance deadlines

KPIs may be subject to change depending on funding and or contractual requirements, or as determined by the CEO. KPIs to be reviewed as part of the bi-annual performance review process.

QUALIFICATIONS, KNOWLEDGE, SKILLS & EXPERIENCE

- Previous accounting and finance experience with a particular reference to the Not for Profit sector is desirable
- Proven ability in preparing and interpreting financial reports, effective cash flow management
- Qualified or working towards a formal accounting qualification
- Familiarisation with computerised systems to enable development of improved reporting systems to deliver effective and timely information to senior management
- Knowledge of MYOB accounting software
- Advanced knowledge of Microsoft Office including Word and Excel
- Methodical, organised and planned approach
- Able to meet deadlines whilst maintaining a high level of accuracy
- Exceptional attention to detail
- Able to work autonomously and in a team environment

CONDITIONS OF EMPLOYMENT

The employee will be able to provide proof of:

- Current and acceptable National Police Clearance
- Current WA Driver's Licence
- Strong understanding of OSH and duty of care legislation
- Be prepared to participate in professional development and up skilling
- Successfully complete a probation period

I hereby accept the terms and conditions of employment as per my letter of offer and the job description

Signed.....Date.....

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