

POSITION DESCRIPTION

Position Title:	Management Accountant
Incumbent	
Department:	Corporate Services
Classification:	30.4 hours per fortnight with review after 6 months
Location:	Kwinana (with requirements to work across other sites as required)
Salary:	Above Award to be negotiated with CEO
PD prepared by:	Corporate Services
Date approved/updated:	July 2019
Version:	V.1 2019
Reports to:	Management Accountant
Supervision of:	Finance Assistant

POSITION SUMMARY

Under the direction and guidance of the Executive Managers, the Management Accountant will assume responsibilities for all aspects of financial management and accounting. This a senior position that is a broad role and has exposure across both Management and Financial accounting disciplines, responsible for managing the corporate accounting function for the whole organisation. Responsible for developing the systems and team and reporting to the CEO

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

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

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

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.
- Proven ability in preparing and interpreting financial reports, effective cash flow management
- Qualified Accountant
- 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.....