

Position Description

Management Accountant

Position Title:	Management Accountant
Business Unit:	Finance
Location:	Head Office, Tamworth
Reports To:	Senior Manager Finance
Direct Reports:	Nil
Parameters:	Salary, Full Time, Permanent
Date Prepared:	09 October 2020
Approved By:	Executive Leader People and Culture

Joblink Plus is a for purpose, not for profit organisation providing employment services and vocational training. Joblink Plus works directly with communities leading to employment opportunities with sustainable outcomes.

Our purpose is to believe in and support all people, connecting them to the dignity and fulfilment made possible through education and meaningful work.

Our principles help define the behaviours that characterise us, and include Connection, Support, Commitment, Knowledge, Belonging and Unity.

There is expectation that all those who engage with us will embrace our purpose and principles in their respective roles.

Purpose of the Position:

To coordinate, analyse and report on Joblink Plus financial information to provide comprehensive management reports and analysis that will support planning and decision making to ensure future growth.

Position Responsibilities and Duties:

1. Manage and maintain financial reporting systems to ensure the timely provision of monthly management accounts, accurate operational financial year forecasts and rolling forecasts.
2. Maintain the reporting of performance against forecast and conduct variance analysis.
3. Gather and analyse financial information for internal use
4. In collaboration with the Senior Manager Finance, Financial Accountant and Business Analyst, develop existing, and implement new forecasting models for reporting purposes and facilitate the assessment of future business opportunities.
5. Analyse data, interpret results and provide recommendations to the Senior Manager Finance and Leadership Team regarding cost efficiency and operational performance.
6. Create financial statements for internal and external company requirements and support the Finance team to deliver year-end financial results within the agreed timeframes and formats.
7. Keep abreast of contractual changes and trends and apply this knowledge to daily duties and responsibilities.

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8. Support the Senior Manager Finance to lead, support and mentor the Finance team to achieve identified outcomes, and to monitor team performance, workload distribution, assignments and duties.
9. Assist with tender submissions as required.
10. Support and assist with the annual audit process, liaising with external auditors to ensure audits are conducted in a timely and accurate manner.
11. Day-to-day administration of banking facility operations to effectively manage cashflow whilst overseeing accounts payable.
12. Work with business leaders as a finance partner to identify and implement opportunities for business operational improvement.
13. Contribute to the development of financial systems, tools and resources to automate processes and procedures for the business.
14. Prepare ad-hoc reports as requested and provide back up to the Financial Accountant as required.

General Accountabilities

1. Demonstrate the Joblink Plus Vision, Mission and Values,
2. Conduct duties in accordance with Joblink Plus policies, procedures and guidelines.
3. Demonstrate empathy for people from diverse and disadvantaged backgrounds.
4. Minimise the company's exposure to risk.
5. Ensure consistent delivery of the highest level of customer service.
6. Deliver agreed outcomes, on time and in accordance with best practice principles.
7. Develop an organisation environment that values and rewards integrity, trust and innovation.
8. Promote and implement the principles and practices of Equal Employment Opportunity (EEO) and Workplace Health & Safety (WH&S).
9. Promote and implement the principles of personal accountability with relation to discrimination in the workplace, accepting responsibility and answering for the outcomes of your choices, behaviours and actions.
10. Apply continuous improvement principles and practices to all aspects of operation.
11. Maintain confidentiality in all Joblink Plus operations and those of associated entities.
12. Develop and maintain solid working relationships with you Manager, team and stakeholders.
13. Conduct all relevant administrative functions in a timely and accurate manner.
14. Perform other duties as directed (within the skill range of the employee).

Organisational Environment

This position is located at the Tamworth Office, however, supports the entire Joblink Plus footprint

Essential Competencies, Qualifications and Experience

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<p>Skills & Knowledge</p>	<p>Strong attention to detail</p> <p>Communication and presentation skills, both written and verbal including the ability to write professionally and technically and the ability to build rapport and sustain working relationships</p> <p>Accounting and business management skills with a strong commercial acumen</p> <p>Excellent knowledge of cost accounting and reporting</p> <p>Leadership and management, able to coach and mentor others</p> <p>Time management, able to multitask and meet strict deadlines</p> <p>Research & analysis</p> <p>Problem solving, critical and analytical thinking</p> <p>Sound judgement, confident & informed decision making within delegated authority parameters</p> <p>Delegation and team support</p> <p>Risk & uncertainty management</p> <p>Advanced computer proficiency, specifically financial software and MS Office</p> <p>High level analytical and data analysis skills</p> <p>Ability to apply privacy and confidentiality principles</p>
<p>Experience</p>	<p>Proven experience as a management accountant or similar</p> <p>Business Analysis</p> <p>Management and financial accounting</p> <p>Forecasting and financial management</p> <p>Operating within a target driven environment</p> <p>Financial accounting to general ledger</p> <p>Experience in preparing financial reports for finance and non-finance personnel and interpreting and analysing ongoing business performance</p>
<p>Qualifications</p>	<p>Tertiary qualified in Accounting and/or Business Management</p> <p>CPA or ICAA certification (or current enrolment in)</p> <p>Current NSW C class drivers licence</p> <p>Satisfactory Australian Criminal History Check</p> <p>Current and valid NSW Working with Children Check</p>
<p>Personal Qualities & Behavioural Traits</p>	<p>An exceptional mathematical mind</p> <p>Ability to collaborate with others; understands the behaviour, needs and concerns of others and uses this to work effectively with people across boundaries</p> <p>Builds collaborative relationships with internal and external clients and stakeholders</p> <p>To be reliable and have a commitment to fulfil the position</p> <p>Ability to establish and maintain appropriate personal and professional boundaries</p> <p>Perseveres when faced with resistance; overcomes obstacles and maintains a positive attitude and stable performance under pressure</p>

Desirable Competencies, Qualifications and Experience

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Skills and Knowledge	Government service contracts and guidelines, specifically Employment and Disability Services and other related program contracts Taxation and related Compliance Extended financial modelling
Experience	Not For Profit experience is preferred
Qualifications	
Personal Qualities & Behavioural Traits	Resilience, Leadership, Organised, Integrity, Teamwork, Professional, Flexibility, Autonomy, Innovative, Initiative, Driven, Adaptable

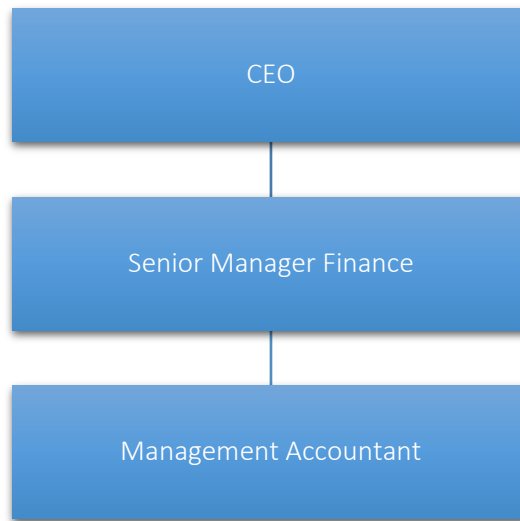
Other Matters

- The Position Description is not intended to be all inclusive. All employees are expected to undertake other tasks and perform other accountabilities and responsibilities reasonably required to meet the demands of the role and the purpose of the position.
- As a member of the Joblink Plus team, all employees may be required to perform other duties within their capabilities from time to time to meet the needs of Joblink Plus.

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Organisational Structure



Acknowledgement:

I have reviewed and understand the content of the position description and believe it to be accurate of what I am employed to do.

I understand that Joblink Plus retains the right to change the position description as deemed necessary.

I will follow and adhere to my position description and the requirements of my position to the best of my ability.

I acknowledge that I have read and discussed this position description and understand my duties and responsibilities.

Name

Signature

Date