

## Management Accountant

Work Unit	Finance
Classification Level	4
Employment type	Full time
Work location	Melbourne
Reporting line	Finance Manager
Supervisory Responsibilities	Nil
Date document created or updated	20/06/2016

### Position purpose

Reporting to the Finance Manager, the Management Accountant will be responsible for monthly management reporting, reconciliations and reporting, budget preparation and input into preparation of year-end financial statements.

### Organisational context

Celebrating more than 50 years of service to the community, the Alcohol and Drug Foundation is Australia's leading body committed to preventing alcohol and other drug problems in communities around the nation. Our aim is to create an Australian culture that supports people to live healthy, safe and satisfying lives, unaffected by drug and alcohol problems.

The Foundation's work reaches millions of people in local communities through sporting clubs, workplaces, health care settings and schools, offering educational information, drug and alcohol prevention programs and advocating for strong and healthy communities. The Australian Drug Foundation is proudly independent and not-for-profit.

Our services and programs include:

- Alcohol and drug information
- Community programs
- Workplace services
- Policy and advocacy

Organisationally, the ADF is characterised by 4 key values – Respect, Accountability, Integrity and Innovation.

For further information, please go to our website: <http://www.adf.org.au/>

## Key Relationships

Internal Relationships:

- ADF Managers

External Relationships:

- Auditors
- Banks
- NAV software support
- Shop Customers

## Responsibilities

### Reporting and Budgeting

- Provide accurate and comprehensive monitoring, analysis and reporting of the organisation's financial performance to management on a monthly basis.
- Preparation of graphical reports and other ad hoc information to further supplement monthly reporting.
- Collation of information and preparation of annual financial statements for internal and external reporting purposes.
- Assist with the preparation and review of budgets.
- Facilitating the forecast process and communicate key variances on a timely basis.

### Financial Management

- Manage end of month close procedures including accruals, prepayments, balance sheet reconciliations, bank reconciliations and journal entries.
- Process GST, FBT and workcover calculations and complete necessary returns
- Identify areas for improvement in financial management, systems and business operations.
- Preparation of draft statutory accounts and supporting the audit function
- Support the cash management and treasury function including cash flow forecasting
- Maintain the Asset register, ensuring all assets are appropriately recorded and their location and values accurately recorded.
- Document variance analysis and associated commentary including liaising with non-finance employees to effectively communicate financial information
- Analyse data and develop financial models, identifying trends which will facilitate effective cost control and decision making.

### Internal Controls

- Build and maintain effective internal control systems
- Provide education to employees regarding financial policies and procedures and build controls to ensure compliance
- Documenting internal financial policies, processes and procedures.

### Financial Administration

- Provide support to the Assistant Accountant with accounts payable, accounts receivable, payroll, etc during peak periods or periods of leave
- Ensure finance system is fully utilised in order to gain efficiencies

- Maintenance & the currency of the Finance Intranet page
- Ad-hoc project work as required.
- Centrally administer contract information to assist in ensuring compliance with contract deliverables
- Support staff with credit card acquittals including setup, training and resolving issues

#### **Ecommerce: Online Shop**

- Review the Online Shop operational systems to identify inefficiencies and implement areas of improvement.
- Manage the operations of the Ecommerce site, including stock ordering. liaising with warehouse and stock take
- Ensure a smooth flow of electronic sales data transfer from the Online Shop via LiveCube into Microsoft Dynamic NAV and resolve system issues.
- Develop and implement efficient operational processes as part of ADFs strategic plan to redevelop Ecommerce.

### **Capability Profile**

#### **Formal Education**

- CPA qualified or studying towards CPA

#### **Skills and Knowledge**

##### Essential

- 3 to 5 years' experience in a management accountant role, including the preparation of budgets, financial report, statement and development and/or maintenance of financial planning models.
- High level computer skills in the areas of computerised accounting systems including intermediate to advanced Microsoft Excel skills.
- Strong communication skills with the ability to communicate financial information effectively to non-finance employees.
- Attention to detail, strong focus on accuracy and ability to analyse figures.
- Proven negotiation, analytical and forecasting skills.
- Demonstrated ability of working effectively both autonomously and within a small team.
- Demonstrated experience in the delivery of excellence in internal customer service.
- Focus on continuous improvement.
- Willing to undertake a National Criminal Record Check.

##### Desirable

- Experience working in the not-for-profit environment.
- Experienced user of Microsoft Dynamics NAV and Jet Reports

Key Competencies (See table below)

Competency	Definition	Importance
<b>Results Orientation</b>	Takes responsibility and accountability for achieving required actions and or outcomes. Keen to complete tasks and see things through to the end.	<b>Essential</b>
<b>Planning &amp; organising</b>	Sets action plans for work and organises time and resources as appropriate. Plans own work (and work of others if required) and establishes priorities, deadlines and objectives.	<b>Essential</b>
<b>Communication</b>	Establishes open communication channels. Able to express own ideas and opinions in an appropriate manner. Receptive to others' communications.	<b>Essential</b>
<b>Judgment &amp; Problem Solving</b>	Makes rational, realistic and sound decisions. Considers all facts and alternatives available. Looks for causes, not just symptoms, and selects appropriate courses of action to solve problems.	<b>Essential</b>
<b>Analytical Thinking</b>	Able to understand a situation by systematically seeking and evaluating available.	<b>Essential</b>
<b>Quality Focus</b>	Demonstrates attention to detail and standards of excellence. Committed to the achievement and maintenance of quality.	<b>Essential</b>

<b>Strategic Thinking</b>	Takes a long term view and thinks on a broad canvas. Helps to chart the long term course of the business by evaluating key options, capabilities, threats and opportunities. Establishes and implements operational plans aligned with strategic visions.	<b>Desirable</b>
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