

Management Accountant

Position Description

Reporting to:	Senior Management Accountant – GCF & Global	Work location:	Australia/Global
Department:	Finance and Support Services	Budget holder:	No
Team:	Commercial Finance	Direct reports:	Nil

Role Purpose

The Management Accountant is responsible for the timely and accurate financial and management reporting on financial performance. The role oversees processing, review and reporting of income and expenditure to ensure this is carried out in a timely and accurate manner and supports the operational teams to have all the financial information required to achieve business outcomes. The Management Accountant will play a key role in overseeing financial planning, budgeting, expenditure tracking, and compliance for international programs led by Save the Children Australia (SCA). The role supports country offices in financial management processes and ensures strategic allocation of funds across programs, while driving efficiencies in reporting, analysis, and financial decision-making. The role will report to the Senior Management Accountant within the Commercial Finance Team. This role works closely with the Financial Control Team.

The Management Accountant will drive continuous improvements in finance processes and help to build capability of all staff to effectively and efficiently utilise finance and operational systems and processes.

Key Areas of Accountability

- Lead all day-to-day management accounting operations for the across the International Programs portfolio, including accurate processing of financial transactions, perform month end close procedures, prepare, and analyse accurate monthly financial and management reports, including income statement and balance sheet.
- Leading and supporting the Annual Budget and monthly Forecast processes across each area of responsibility
- Assist Program managers and Country Office Teams with the development of budgets for proposals and tenders for new programs and create and drive ongoing reporting to aid measurement against Donor funding
- Preparation of business performance reports for International Programs on a monthly basis, including progress against approved KPIs, insightful analysis and commentary on performance
- Preparation of reports and commentary that feed into the International Programs group reporting, on a monthly basis, and adhoc as directed by Senior Management Accountant and Head of Finance
- Ownership of donor acquittals process, including working closely with the Senior Management Accountant on any donor audits required supported by the Financial Control Team
- Supporting the rollout and adoption of Workday Adaptive across key user groups
- Support effective reporting systems to meet donor requirements and provide guidance to all staff to ensure compliance with donor contracts
- Drive continuous development and improvement in financial processes, including:
 - Train and induct new programs staff
 - Monitor workflows
 - Follow up on monthly tasks
 - Provide ongoing feedback with the central finance staff regarding additional support and feed into process improvement initiatives

- In coordination with the Senior Management Accountant, provide commercial finance support and value-added advice to International Programs teams
- Ensure delivery of exceptional customer service by the Finance Team, both internally and externally
- Drive improvement in financial literacy and understanding of key financial drivers across all stakeholder groups.
- Analyse and interpret financial performance to coach, guide and influence client groups to achieve better practice financial management
- Educate oneself and comply with relevant Save the Children Policies and Procedures.
- Any other duties as assigned by the Senior Management Accountant or Head of Finance

Person Specification

Essential knowledge or experience

- Experience in business performance analysis and reporting
- Demonstrated ability to develop relationships across an organisation.
- Strong influencing and negotiation skills, comfortable holding others to account
- Excellent written and verbal communication skills, including report writing skills and the ability to translate complexity into simple business terms
- High levels of attention to detail and quality
- Strong Excel and data extraction skills, including experience developing reports
- Proven success in embedding continuous improvement in the workplace
- A commitment to producing quality, accurate work
- Strong time management and organisational skills with an ability to manage competing priorities
- Ability to work under pressure and to tight deadlines within a fast paced and changing environment
- Outstanding problem-solving skills supported by strong analytical capability

Desirable knowledge or experience

- Experience using Workday Adaptive
- Experience in providing insight and support to senior management
- Advanced Excel knowledge
- Business Intelligence tool (Power BI or equivalent)

Required qualifications and/or accreditations

- Bachelor's in accounting or other business-related degree
- Membership of professional accounting body i.e. FCA, ACA or CPA

Additional Information

- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and, where required, a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer

Driver's Licence:	Not required	Travel:	Minimal
Working with Children Check:	Required	Assets:	Laptop
Classification Level:	Individual agreement		

