

Senior Management Accountant, Pacific

Position Description

Reporting to:	Regional Finance Advisor, Pacific	Work location:	Remote
Department:	International Programs	Budget holder:	No
Team:	Pacific Regional Team	Direct reports:	Nil

Here you'll make a difference

At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.

The Senior Management Accountant is responsible for the timely and accurate financial and management reporting for the Pacific Country Office's financial performance. The role oversees processing, review and reporting of income and expenditure ensuring this is carried out in a timely and accurate manner and supports the program staff to have all the financial information required to deliver programs at Save the Children. The role also manages important stakeholder relationships with donors and supports the Country Office (CO) and Pacific Regional leadership with correspondence between Save the Children Australia (SCA) and these donors. The role will report to the Regional Finance Advisor, with dotted line reporting to the Finance Business Partner for the Pacific Region of Save the Children. The role provides finance support to the Country Director and Country Leadership teams. This role works closely with the Save the Children Australia's Financial Control Team, to ensure high levels of customer service are provided and maintained.

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

Here your skills will be valued

Role requirements

Financial Operations and Reporting

- Lead all day-to-day management accounting operations for the Pacific Country Office (CO), 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.
- Prepare business performance reports for the Country Director and Regional Leadership Team on a monthly basis, including progress against approved KPIs, insightful analysis and commentary on performance.
- Prepare reports and contribute to Pacific Regional team financial reporting; monthly and ad hoc commentary as required.

Budgeting and Forecasting

- Support budget and forecast processes for the COs.
- Work closely with Program Managers, Field Office leads and CO Senior Management Team with the development and ongoing tracking of budgets for proposals and tenders for new programs and create and drive ongoing reporting to aid measurement against Donor funding.

Systems and Data Integrity

- Support CO Leadership and Program Managers with ongoing support of information quality and alignment to the Award Management System (AMS).

Donor Compliance and Audit

- Lead the donor acquittals process, including any donor audits required supported by the Financial

Control Team.

Process Improvement and Staff Support

- Drive continuous development and improvement in financial processes, including:
 - Train and induct new country office staff
 - Monitor workflows
 - Follow up on monthly tasks
 - Provide ongoing feedback to the central finance staff regarding additional support and feed into process improvement initiatives

Commercial and Strategic Support

- In coordination with the central Finance Business Partnering team, provide commercial finance support and value-added advice to the Region and CO teams.

Stakeholder Engagement and Service Delivery

- 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.
- Represent the Pacific COs within Finance by ensuring performance reports, processes, and systems are continuously evaluated and improved for quality and usability.

Governance and Compliance

- Comply with relevant Save the Children Policies and Procedures.

Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the [Child Safeguarding Policy](#) & [Code of Conduct](#)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

All roles at Save the Children contribute to our impact for children.

At Save the Children, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

Here you'll belong

It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring in this role:

Essential knowledge or experience

- Excellent knowledge of cost accounting and reporting, including grant reporting

- Excellent knowledge of budgeting and forecasting
- Experience in financial risk analysis
- Experience in business performance analysis and reporting.
- Demonstrated ability to develop relationships across the organisation.
- Strong influencing and negotiation skills, comfortable holding others to account.
- Excellent written and verbal communication skills.
- High levels of attention to detail and commitment to producing quality, accurate work.
- Strong Excel and data extraction skills, including experience developing reports in or from an ERP system or Business Intelligence Tool.
- Proven success in embedding continuous improvement in the workplace.
- Strong time management and organisational skills with an ability to manage competing priorities.
- Ability to work under pressure and to meet tight deadlines within a fast paced and changing environment.

Desirable knowledge or experience

- Experience or knowledge of living and working in the Pacific
- Experience in providing insight and support to senior management.
- Advanced Excel knowledge.
- Business Intelligence tool (Power BI or equivalent)

Required qualifications and/or accreditations

- Graduate degree in accounting or other business-related degree
- Studying towards (or already qualified) with a relevant accounting body CA/CPA

Additional Information

- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and 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:** Required 25%

Working with Children Check: Required **Assets:** Laptop