



Senior Financial Accountant Position Description

Reporting to:	Deputy Financial Controller	Work location:	Victoria
Department:	Finance	Budget holder:	No
Team:	Financial Accounting	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 Financial Accountant will be a key member of the Financial Control team which will ensure the accuracy and timeliness of financial information at the corporate, departmental and individual program level. The role will ensure the integrity and reliability of the overall internal control framework over our financial information, ensuring all internal and external financial policy, reporting and compliance obligations are met.

The Senior Financial Accountant will drive continuous improvements in finance processes and build capability in other organisational staff to utilise finance and operational systems effectively and efficiently.

Here your skills will be valued

Role requirements

- Support the Financial Statement preparation and review for all legal entities to ensure successful completion of regulatory reporting requirements
- Work closely with the Commercial Finance team to ensure end to end finance processes are efficient and effective and roles and responsibilities and deliverables (both ways) are clear, frequently reviewed, and improved
- Prepare and review balance sheet reconciliations
- Identify and implement finance process improvement initiatives, including opportunities for automation, and ensure finance processes are well documented
- Provide support to our Pacific Country Office finance teams for balance sheet review and reconciliation preparation
- Perform ad-hoc projects allocated from the Deputy Financial Controller and/or Financial Controller, in line with organisational objectives
- Contribute to the maintenance of operational Finance manuals and documentation of the Internal Control Framework

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 Code of Conduct and child safeguarding and protection policies and standards (click [here](#) to view further details)
- 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 and 54 reasons, 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

- Previous 3 to 4 years' experience in a Big 4/ mid-tier accounting firm working in a fast-paced environment and to strict deadlines, preferably in external audit
- Strong analytical, problem solving, and decision-making skills
- High levels of attention to detail and quality
- Highly developed relationship building and interpersonal skills and ability to liaise with a diverse range of people, stakeholders, and customers
- Computer literacy (including advanced Excel skills)

Desirable knowledge or experience

- Proven record implementing change and improvement initiatives with a mindset to challenge the status quo
- Ability to operate within a complex environment and to deal effectively with ambiguity
- Strong analytical, problem solving, and decision-making skills
- Previous experience working with an ERP system
- Highly developed verbal and written communication skills including report writing skills

Required qualifications and/or accreditations

- Graduate Degree in Accounting or other business-related degree
- Fully qualified Chartered Accountant (CA) / Certified Practising Accountant (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:** Limited to Pacific Offices

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