

Senior Management Accountant – NSW, VIC & SA

Position Description

Reporting to:	Finance Business Partner, 54 reasons	Work location:	Multiple
Department :	Finance and Support Services	Budget holder:	No
Team:	Commercial Finance	Direct reports:	Up to 1

Role Purpose

The Senior Management Accountant is responsible for the timely and accurate financial and management reporting on state office operations and programs for internal and external use and for preparation of budgets and forecasts. 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 role also manages important stakeholder relationships with many donors and supports the State leadership with correspondence between SCA and these donors. The role will report to the Finance Business Partner, Australian Services with a dotted line into the relevant State or Regional Director. The role provides finance support to the relevant State or Regional Director, Regional Managers and Team Leaders. This role works closely with the Financial Control Team, the other Senior Management Accountants and the Shared Services Finance 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 state-based staff to effectively and efficiently utilise finance and operational systems and processes.

Key Areas of Accountability

- Lead all day-to-day accounting operations for specific State/Regional 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 Budget, Forecast and Outlook processes across each State and Regional area of responsibility
- Assist Program and State managers 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 the State Managers and Regional Operations on a monthly basis, including progress against approved KPIs, insightful analysis and commentary on performance

- Preparation of reports and commentary that feed into Australian services group reporting, on a monthly basis, and adhoc as directed by Finance Business Partner
- Support State and Program Managers with ongoing management and maintenance of the Award Management System (AMS)
- Ownership of donor acquittals process, including any donor audits required
- Drive continuous development and improvement in financial processes, including:
 - o Train and induct new state-based staff
 - o Monitor workflows
 - o Follow up on monthly tasks
 - o Provide ongoing feedback with the central finance staff regarding additional support and feed into process improvement initiatives
- In coordination with the central Finance Business Partnering team, provide commercial finance support and value-added advice to the State Service teams
- Perform ad hoc tasks to support State and Regional Directors/Managers and the Finance 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.
- Provide effective and efficient interface between the State Operational team and Finance to ensure finance activities are properly discharged
- Be the voice of the Australian Service customer within Finance to ensure that the quality and useability of performance reports, processes, and systems are continuously assessed and improved.

Security and risk management requirements

- Be aware of, and consider, the risks associated with your everyday work and apply appropriate mitigation measures

Health, safety, security and risk management

- Be a role model for safety and security, including complying with all safety instructions and training given at the workplace.
- Act in a safe manner at all times, including complying with all safety instructions and training given at the workplace
- Participate in, and contribute to, health and safety awareness and improvements
- Report all incidents, injuries and potential hazards in a timely manner
- Be aware of, and consider, the risks associated with your team's everyday work and ensure appropriate 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

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
- High levels of attention to detail and quality
- Strong Excel and data extraction (from ERP, etc.) skills, including experience developing reports in or from an ERP system
- 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

Desirable knowledge or experience

- Experience in providing insight and support to senior management
- Advanced Excel knowledge, including macros and VBA

Required qualifications and/or accreditations

- Graduate degree in Accounting or other business-related degree
- Studying towards (or qualified as) a CA/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:	Nil required
Working with Children Check:	Required	Assets:	Laptop
Classification Level:	Individual agreement		