

Senior Management Accountant – GCF and Global

Position Description

Reporting to:	Head of Finance – Global, Pacific & 54 Reasons	Work location:	Melbourne preferred, but will consider Brisbane or Sydney
Department:	Finance and Support Services	Budget holder:	Yes
Team:	Commercial Finance	Direct reports:	1

Role Purpose

This Senior Management Accountant is a dual role which combines strong financial analysis with the ability to engage and influence stakeholders at all levels. The role will involve a range of activities from standard management reporting to high-end strategic support including advising and challenging the leadership teams. It will oversee:

- Provision of excellent management accounting support, covering cost centre support, P&L, Balance Sheet and Cash Flow
- Program lifecycle financial support including proposal budget reviews, implementation, and acquittal finalisation, coupled with affordability and trend analysis
- Collaboration with leadership teams to develop a more commercial approach to achieving Save the Children Australia’s mission, including advice on commercial contracts and intermediary partnership models
- Drive business and financial outcomes to meet strategic goals
- Ensure ongoing financial sustainability of the International and Global portfolios including by driving high levels of financial recovery and utilisation

Critical to the role’s success will be the ongoing development of commercial acumen within the Global and Green Climate Fund senior leadership team and development financial capability to support the SCA role as Accredited Entity for the Green Climate Fund. The role will also be key in working with finance and the business to improve and simplify finance processes across Save the Children Australia.

Key Areas of Accountability

Finance

- Provide financial, business performance and strategic advice to the Director Climate Change, Head of Global Programs and their leadership teams
- As part of International Programs SMT, lead financial management practice across the Portfolio
- Contribute to development and operationalisation of Portfolio Strategic Plans
- Participate in International Finance Professional networks for shared knowledge
- Provide technical oversight to partner capacity assessments and provide guidance to partners to address observations / comply with policies
- Ensure effective reporting systems to meet donor requirements and provide guidance to all staff to ensure compliance with donor contracts
- Provide effective and efficient interface between client groups and the broader Finance team to ensure finance activities are properly discharged
- In conjunction with leadership teams; develop, monitor, manage, and report on financial KPIs for client groups
- Analyse and interpret financial performance to coach, guide and influence client groups to achieve better practice financial management

- Coach client groups to build greater financial knowledge and commercial acumen within their teams
- Work collaboratively to develop and manage annual budgets and forecasts for the client groups within agreed timeframes and formats, covering P&L, Balance Sheet and Cash Flow
- Oversee delivery of month end cost centre support to budget holders and financial performance reporting for client groups, Executive and Board reporting including provision of driver based variance analysis and commentary
- Support client groups throughout the lifecycle of their programs with managing donor budgets and donor reporting, covering budget reviews for tender proposals, budget re-alignments, various finance related questions throughout implementation and final acquittal to donors
- Develop and roll-out and maintain guidelines for the financial aspects of budget development for new proposals
- Finance point of contact for Save the Children Green Climate Fund and Global Programs queries and Member reporting
- Represent and lead client groups on finance transformation projects including strategic projects and operational finance process improvements
- Provide financial input to, and oversight of, business cases for initiatives

Team leadership

- Lead and develop a team to provide and support strategic financial advice to the client groups
- Build team capabilities to meet current and future requirements, ensuring that development opportunities, resources and time are equally available to all
- Develop and maintain a comprehensive plan of the team's activities which is clearly communicated across finance and key stakeholders
- Create a culture of continuous improvement where the effectiveness of the team is regularly monitored and improved
- Actively seek opportunities for you and your team to develop a good understanding of what the organisation does and how it does it

Person Specification

Essential knowledge or experience

- Demonstrated, proven experience in a senior management accounting role with proven partnering examples
- Exceptional customer service skills with highly developed stakeholder engagement and influencing skills
- Proven record implementing and embedding financial systems and processes in a complex finance structure
- A proven strategic thinker and innovator
- A curious mindset, constantly looking to develop themselves and others
- Outstanding problem-solving skills supported by strong analytical capability
- Exceptional verbal and written communication skills, including report writing skills and the ability to translate complexity into simple business terms
- Strong time management and organisational skills with the ability to multi-task
- Success in leading and inspiring others
- Ability to work under pressure and to tight deadlines
- High levels of attention to detail and quality

Required qualifications and/or accreditations

- Bachelor of Commerce or Business, or similar tertiary qualification
- Membership of professional accounting body i.e. FCA, ACA or CPA

Highly desired

- Post graduate qualification in accounting

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		