



Senior Management Accountant – Supporter Engagement Position Description

Reporting to:	Head of Finance – Corporate & Social Enterprises	Work location:	Carlton, VIC
Department:	Finance & Business Services	Budget holder:	No
Team:	Finance 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 timely and accurate financial and management reporting (including preparation of budgets and forecasts) for the Corporate Partnership, Philanthropy & Retail teams of Save the Children Australia. This will require working with key finance and non-finance stakeholders within the Melbourne office and across Australian state offices.

The role is responsible for assisting the Head of Finance – Corporate & Social Enterprises in analysing business performance, consolidating KPI reports and business performance dashboard packs for the wider Supporter Engagement team and overall organisation.

The role will also drive continuous improvements in finance processes and build capability of Supporter Engagement staff to effectively and efficiently utilize finance and operational systems.

Here your skills will be valued

Role requirements

- Perform month end tasks including:
 - Supporting key stakeholders with financial inputs for their preparation of monthly internal management reports for the Supporter Engagement Executive
 - Support the maintenance and management of funding pipelines, working closely with Corporate Partnerships & Philanthropy teams to ensure these are updated to inform Budgets, Forecasts & Outlooks in a timely manner
 - Review total income, unrestricted income and costs across Corporate Partnerships, Philanthropy, and Retail teams for accuracy and insight
 - Review restricted income journals posted by Financial Control team
 - Ensure that income is recorded according to current accounting standards on income recognition
 - Review outstanding debtors (invoices), purchase orders and monitor credit card acquittals of stakeholders, ensuring these are cleared in a timely manner
- Assist the Head of Finance – Corporate & Social Enterprises in preparation of business performance reports for the Executive and their department heads (SELT) on a monthly basis, including progress against approved KPIs, insightful analysis and commentary on performance
- Leading and supporting the Budget, Forecast and Outlook processes across Corporate Partnerships, Philanthropy, and Retail teams
- Work with the business and finance to continuously improve the quality and useability of performance reports and processes, to enable more efficient decision making
- Support the Head of Retail, as we continuously seek opportunities to optimize the Retail network and maximise the unrestricted funds this channel generates
- With the Assistant Management Accountant, assist Retail Managers in answering any income and expense related enquiries



- Perform ad hoc projects and analysis for the Head of Finance – Corporate & Social Enterprises and key stakeholders as required

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

- Experience in business performance analysis & reporting
- Demonstrated ability to develop relationships across an organization
- 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
- 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 (e.g. Executive level)
- Advanced Excel knowledge, including macros and VBA

Required qualifications and/or accreditations

- Graduate Degree in Accounting or other business-related Degree



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- Studying towards (or qualified as) a CA/CPA
- 6-10 years related work experience

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:** Nil required

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