



Management Accountant Position description

Position Title	Management Accountant
Team	Finance
Employment type	Full-time
Hours per week	38-hour week
Location	Bentleigh
Reports to	CFO
Direct Reports	Nil

About TaskForce

Since 1973, TaskForce has provided specialist support for people in serious need in Victoria. Our core services focus on addressing social issues of alcohol and other, unemployment, mental health and high risk-taking behaviours, supporting our clients to transition back into “mainstream” services and supports. The people who access our services have experienced significant disadvantage or a crisis in their lives and as a result are prevented from reaching their potential.

TaskForce is committed to providing culturally safe, inclusive, and accessible services and work environments where all individuals feel supported and affirmed. We aspire to work in solidarity and alliance with Aboriginal and Torres Strait Islander peoples and acknowledge them as the traditional owners and custodians of the land.

About the Position

The Management Accountant is responsible for the day-to-day delivery of general accounting activities. Operating in a Not-For-Profit environment the position provides support to the CFO through the delivery of financial reporting, financial analysis and business partnering with program managers.

This role is a senior member of the Finance team and will ensure the accuracy and timeliness of financial information at both the corporate, departmental, and individual program level. The role will play a key part in ensuring 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.

This role is a senior member of the Finance team and will deputise for the Chief Finance Officer when required.

Key Responsibilities

- Act as the key point of contact for finance related activity. This includes building a good rapport with relevant staff and understanding of key financial policies and procedures
- Provide support to the Executive Management Team, Managers, Coordinators and Team Leaders for all financial related matters.
- Responsible for the accuracy of financial data in the Financial Management Information System including but not limited to budgets, forecasts, actuals, phasing/seasonalisation, and journal adjustments where needed
- Primary responsibility for accurate and timely month end reporting including meeting internal deadlines and managing the month end workload in a manner that enables monthly reports to be completed by the 5th working day of each month
- Support the CFO to produce an accurate and timely cashflow
- Timely preparation General Ledger reconciliations including payroll reconciliations
- Oversee the Bank reconciliations, providing guidance to the Finance Officer as required.
- Ensure consortium partners payments are paid in accordance with the MOUS and Contracts on a timely and accurate basis.
- Assist with the preparation of TaskForce's consolidated financial statements including compliance with all applicable accounting standards and statutory reporting requirements
- Assistance with budget preparation for the several business units within TaskForce
- Adequate and accurate preparation of all journal entries including supporting documents (including ensuring that all journals are filed electronically)
- Support and recommend improvements to policies, procedures, system improvements and reporting.
- Improve financial knowledge across the organisation by training and empowering non-finance staff
- Develop and maintain effective relationships with key stakeholders, with a focus on Program Managers and the Executive Team
- Be an active member of the Finance team, providing input and support into the implementation and achievement of our Finance strategy and outcomes, supporting and recommending improvements to policies and procedures

- Preparation of accurate and timely financial reports and information for decision making including but not limited to monthly financial reports and variances, acquittals and returns, contract pricing reviews, and project portfolio reporting
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Qualifications

- CA/CPA qualified – or relevant experience

Skills and Experience (Key Selection Criteria)

- At least 2-3 years' practical experience as a Financial Accountant
- Strong financial analytical skills and sound knowledge of spreadsheet and data analysis
- High level of attention to detail and ability to work both autonomously and supporting a wider finance team
- Solid knowledge of financial and accounting principles
- Advanced skills in Microsoft Excel, Word and Outlook
- Proven experience in contributing to the establishment, review and continuous improvement of compliance frameworks, policies, practices and processes
- Excellent written and verbal communication are required as you will have regular contact with non-financial stakeholders
- You will be someone who thrives in support others around them and being part of a collaborative team environment
- A desire and ability to learn new systems and suggest improvements.

Desirable Requirements

- Previous experience working in the Not-for-Profit sector.

Terms and Conditions

- The position is full time
- Employment conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010
- As an organisation with public benevolent institution (P.B.I.) status, TaskForce offers all staff the opportunity to take up generous Salary Packaging.

To be employed in this position a person must:

- Be prepared to travel between the sites to meet the requirements of the job and to work out of various partnership locations
- Undergo a Police Check and a Working with Children Check. Offers of employment are subject to the results of these checks
- Hold a current driver's license
- Eligibility to work in Australia
- Familiarise themselves with, and observe all TaskForce business, community, therapeutic and human resources policies, procedures and practices

- Follow TaskForce’s codes of employee conduct, promote the interests and reputation of the agency and refrain from acting in way that would conflict with the best interests of TaskForce.

Our values



Client centred

We strive to support our clients and their extended networks to change their circumstances. We will collaborate so that our full range of services and supports are wrapped around them enabling each to reach their full potential.

Innovation and best practice

We will be cutting edge in all that we do leading to evidence-based best practice within the sector. Our people will be passionate and motivated to make a difference.



Thought leadership

We are committed to addressing the tough moral challenges faced and sensitivities that abound in our sector, leading consequent debate and adapting as broader positions held by society evolve.



Honesty and integrity

We do our utmost to communicate openly, honestly and respectfully. We collaborate and share accountability with colleagues and clients alike. We acknowledge that as we learn, mistakes may be made but that this learning will make us stronger.



Trust, respect and self care

We collaborate to create a work environment built on trust and respect where our people and consortium partners are supported and challenged to lead best practice. We recognise that responsibility for self-care is also a foundation to achieve excellence in the services we deliver.