

POSITION DESCRIPTION – TEAM MEMBER

Position Title	Management Accountant – Engagement and Support	Department	Finance
Location	Sydney/Melbourne	Direct/Indirect Reports	None
Reports to	Finance Business Partner – Engagement and Support	Date Revised	24/02/2020
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 5		

■ Position Level Descriptor

An individual at the Team Member level is accountable for their own performance and contributes to team performance. People at the Team Member level do not have any people reporting to them on a day to day basis

■ Position Summary

The primary focus of this role is to support quality financial decisions that add value and mitigates risks for the income generating streams of the Australian Red Cross. This role ensures business requirements are being met at a local level on planning, budgets, forecasting, analysis, financial reporting, audit requirements, risk management, property administration and Finance processes are efficient and effective.

The Management Accountant is responsible for proactively engaging with stakeholders to provide the financial support required to drive and deliver outcomes of the Red Cross Strategy.

■ Position Responsibilities

Key Responsibilities

Business Partnering:

- Provide analysis, insight and present well-reasoned recommendations to Engagement and Support team on financial performance of income generating streams, including CAPEX and business cases
- Ensure financial impact of decisions is clearly understood and receives high share of voice
- Contribute to strategy by objectively evaluating alternatives from the financial perspective and alignment to Australian Red Cross strategy
- Actively drive and build the financial capability of the Engagement and Support teams
- Work with the wider finance team to ensure processes are effective and efficient

Planning and Forecasting

- Provide guidance to program managers in populating and reviewing their Annual Plans and budgets
- Provide analysis to constructively challenge outcomes of the Annual Plan, Budgets and Forecasts
- Drive the monthly forecasting process ensuring program managers have a clear understanding of key drivers of variances, risks and opportunities
- Provide analysis to help develop a robust understanding of the impact of decisions on the P&L

- Contribute and support Finance Business Partner – Engagement and Support, Director and program managers on financial decisions
- Proactively work with Finance Business Partner – Engagement and Support, Director to mitigate risks and seek opportunities

Financial Performance Management

- Production of monthly financial reports to drive understanding of monthly financial performance, including risks and opportunities
- Produce analysis of monthly performance (financial and non-financial) result against AP and report/communicate on variances and insights and resolve any P&L issues
- Work with program managers on financial reporting for internal and external audiences.
- Collaborate with program managers to ensure Indirect Cost Recovery are maximised
- Manage monthly information on leases to ensure payments and costs are recorded in a timely manner
- Produce ad hoc analysis or financial information as required.

Property

- Manage the integrity of property costs in the Engagement and Support P&L
- Collaborate with the Property team within Red Cross to ensure Engagement and Support property costs are processed accurately and on time

People and Teams

- Take ownership of personal development
- Actively drive business acumen with teams across Red Cross
- Provide regular and constructive feedback to business partners and the broader finance team;
- Be approachable and develop effective cross-functional relationships.

■ Position Selection Criteria

Technical Competencies

- Intermediate to Advanced Excel skills (Pivot tables, vlookups, ability to manipulate large amounts of data)
- Proficient with MS Office
- Proven highly developed organisational and time management skills

Qualifications/Licenses

- Bachelor of Commerce or equivalent
- CA or CPA
- 3-5 years prior Accounting experience in either FMCG or not-for-profit industry

Behavioural Capabilities

- **Personal effectiveness | Achieve results |** Demonstrated ability to manage work and achieve the results committed to. Ability to evaluate progress and make adjustments needed to achieve goals. Accept responsibility for mistakes and learn from them.
- **Personal effectiveness | Solving problems |** Demonstrated ability to identify situations or issues, consider options and develop solutions. Ability to communicate any problems, implement solutions and monitor appropriate actions.
- **Team effectiveness | Collaborating |** Demonstrated capability to work with others to reach common goals, sharing information, supporting and building positive and constructive relationships.
- **Team effectiveness | Communicating |** Demonstrated capability to communicate clearly and concisely ensuring messages are understood. Ability to express ideas clearly, listen effectively and provide feedback constructively.

- **Organisational effectiveness | Innovating and improving |** Demonstrated ability to identify and raise issues regarding ineffective work processes and take initiative to make improvements.
- **Organisational effectiveness |Managing risk |** Demonstrated ability to work within guidelines, policies and procedures. Awareness of risks involved in an individual's role and works toward minimising their impact.

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:
Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality
- Act at all times in accordance with the Australian Red Cross Code of Conduct and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters