

POSITION DESCRIPTION

Management Accountant

ABOUT SPECTRUM

Spectrum Migrant Resource Centre Ltd (Spectrum) is a not-for-profit organisation, delivering culturally appropriate and responsive services to people with migrant and refugee backgrounds predominantly living in the Northwest Metropolitan region of Melbourne. Our service areas include migration and settlement, family relationship and parenting, social and economic inclusion, aged care, disability, and family carers.

Our Vision A profoundly diverse and inclusive Australia, a place where extraordinary diversity enhances the lives of all.

Our Mission To provide high quality, culturally safe and responsive services for people from diverse backgrounds. As a committed partner of our community we advocate, promote inclusion and champion belonging.

Our Purpose For everyone to 'feel at home.'

Our Values

- Belonging:** being welcoming, creating safe spaces for people to speak up, actively listening and striving to understand our different perspectives and journeys (clients and colleagues)
- Respect:** treating everyone with dignity and fairness, owning our mistakes, showing kindness and empathy to ourselves and others
- Connection:** working as one team with the wisdom of collaboration, sharing information transparently, resolving conflicts constructively and nurturing partnerships
- Excellence:** seeing possibilities to continuously improve, overcoming obstacles to change, being curious, open minded and actively seeking feedback and evidence to guide our work.

POSITION CONTEXT

Finance as part of Corporate Services Team plays a pivotal role in safeguarding the organisation's financial health. The area is responsible for managing budgets, forecasting, financial reporting, and strategic planning. Through accurate tracking of income and expenditures, adherence to regulatory standards, and insightful financial analysis, the department supports informed financial decision-making across the business. By overseeing cash flow, investments, and financial risk, it ensures operational efficiency and contributes to sustainable long-term growth.

The Finance Team is a skilled group of professionals committed to maintaining the organisation's financial integrity and strategic direction. They support the organisation's financial health and future direction. They work closely with the Operations team as business partners, handling budgeting, forecasting, reporting, and compliance. Their insights help guide smart decisions, manage risks, and ensure resources are used effectively for long-term success.

The Management Accountant plays a critical role in delivering financial insights that support strategic decision-making and enhance business performance. This role is responsible for budgeting, forecasting, performance analysis, cost control, and the preparation of management reports and funding acquittals. Working closely with the Finance Team, the Management Accountant ensures accurate financial reporting, effective resource allocation, and compliance with financial policies to support the organisation's operational and strategic goals.

POSITION INFORMATION	
Location	Level 5, 61 Riggall Street, Dallas, 3047 or Sunshine
Award	Social, Community, Home Care and Disability Services Award
Classification	Level 6
Employment Period	Ongoing
Hours of Employment	Full Time (38 hours per week)

KEY RESPONSIBILITIES	
Strategy and Leadership	- Acts as a key business partner, aligning financial expertise with business strategy to support organisational growth. - Leads the financial planning processes, guides resource allocation, and advises on operational decisions to enhance performance. - Deliver forward-looking insights through forecasting, scenario analysis, and performance metrics, to help senior leaders evaluate risks, identify opportunities, and align financial goals with long-term strategy. - Translate complex financial data into practical, actionable strategies that empower cross-functional teams and drive continuous improvement. - Supports a positive organisational culture by promoting Spectrum's values, encouraging accountability, good governance, and staff well-being.
Core responsibility area	Budgeting & Forecasting: Develops and maintains financial plans that support strategic and operational goals. Financial Reporting: Prepares accurate and timely management reports, including variance analysis and performance commentary. Cost Management: Monitors and controls costs, conducts cost-benefit analyses, and identifies opportunities for efficiency. Business Partnering: Collaborates with operational teams to provide financial insights and support decision-making. Performance Analysis: Tracks key financial metrics and evaluates business performance against targets. Funding & Acquittals: Manages financial aspects of grants and funding, including acquittal reporting and compliance. Systems & Process Improvement: Enhances financial systems and processes to improve accuracy, efficiency, and transparency.
Core responsibility area (specific to Finance Team)	Month-End and Year-End Processes: Participate in month-end and year-end financial close activities to ensure timely and accurate reporting. Management Reporting: Prepare monthly management reports with detailed variance analysis and insightful commentary to support performance review. Financial Modelling: Develop and maintain robust financial models to support budgeting, forecasting, and strategic planning. Performance Monitoring: Track and analyse key performance indicators (KPIs) across departments to assess financial and operational effectiveness. Cost Analysis: Conduct cost-benefit analyses and identify opportunities for cost savings and efficiency improvements. Board Reporting: Assist in the preparation of board-level reports and presentations, ensuring clarity and strategic relevance. Audit Support: Contribute to year-end audit, statutory reporting, and internal audit processes by providing accurate and timely financial data.

KEY RESPONSIBILITIES

Quality improvement & compliance

- **Compliance and Controls:** Ensure adherence to delegation of authority, internal financial controls, policies, and regulatory requirements.
- **Process Improvement:** Continuously enhance reporting tools and financial processes, including exploring the use of **Power BI** for data visualisation and reporting. Regularly review processes and facilities to find opportunities for continuous improvement and take actions as required to implement the agreed changes.

KEY SELECTION CRITERIA

Qualifications

- Bachelor's degree in accounting, Finance, or related fields
- Preferred: CPA/CA/CIMA

Skills & Experience

- Minimum 3 years' experience in management accounting or financial analysis
- Commercial acumen and strategic thinking: demonstrates a strong understanding of business drivers and contributes to strategic decision-making.
- Advanced Excel and financial modelling
- Analytical and problem-solving skills: applies critical thinking to interpret financial data, identify trends and resolve complex financial issues.
- Business partnering experience: provides expert financial support and analysis to the Operations Team, fostering collaboration and informed decision-making.
- Attention to detail and accuracy: maintains high standards in financial reporting and data integrity.
- ERP System proficiency: experience in platforms like Sage Intacct, payroll application, and CMS systems
- Time Management and Prioritisation: effectively manages competing priorities and meets deadlines in a fast-paced environment.
- Continuous improvement focus: proactively seeks opportunities to enhance systems, processes, and financial performance.
- Team collaboration: works well with cross-functional teams and builds strong working relationships.
- Planning and organisation: sets clearly defined objectives; anticipates challenges and develops practical solutions.
- Strong communication skills: communicates financial insights clearly and confidently, both verbally and in writing, with diverse stakeholders.

Personal Qualities & Behaviours

- **Integrity and Accountability:** Demonstrates honesty, transparency, and responsibility in all financial practices and decision-making.
- **Professionalism:** Maintains a high standard of conduct, confidentiality, and ethical behaviour.
- **Initiative and Proactivity:** Takes ownership of tasks, anticipates challenges, and seeks opportunities for improvement.
- **Adaptability:** Responds effectively to changing priorities, business needs, and financial environments.
- **Collaboration:** Builds strong working relationships across teams and contributes positively to a supportive team culture.
- **Communication:** Communicates financial information clearly and confidently to both financial and non-financial stakeholders.
- **Critical Thinking:** Applies sound judgment and analytical skills to solve problems and support strategic decisions.
- **Resilience:** Maintains focus and composure under pressure, meeting deadlines and managing competing demands.
- **Attention to Detail:** Ensures accuracy and precision in financial reporting and analysis.
- **Commitment to Continuous Learning:** Seeks feedback, embraces development opportunities, and stays current with financial best practices and regulations.

KEY SELECTION CRITERIA

	• Values-Driven: Embodies the organisation's values, promoting good governance, staff well-being, and a positive workplace culture. • Person-centred: listens, actively seeks to meet client needs, finds ways to improve services, and committed to delivering high quality outcomes for clients. • Continuous improvement mindset, using data and evidence to diagnose the opportunity and design the solution. • Team oriented: works well with others, collaborates and shares information, shows respect for others' feelings and ideas, accommodates the different working styles of others, and encourages resolution of conflict within the group
Mandatory Compliance Documents Required for this position	• Clear 'Police Check,' within the last twelve months • Current Working with Children Check • Motor Vehicle Drivers Licence (valid in Victoria) • Must satisfy all visa requirements for working in Australia.

KEY RELATIONSHIPS

Department	Finance
Reports to	Manager, Financial Control
External	Auditor, Internal Auditor, Funders, Partners

KEY SYSTEM AND EQUIPMENT USAGE

- Microsoft Windows Office Suite
- Sage Intacct, Ready Workforce, Migration Manager, CMS, Folio, Comply Online

ADDITIONAL INFORMATION

Work Health & Safety	All employees are required to take reasonable care for their own health and safety and that of other employees who may be affected by their conduct and are required to report all incidents and injuries as well as cooperating with measures introduced in the workplace to improve health and safety. Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or conditions that might be reasonably expected to affect their ability to perform the normal duties of this position. Such a disclosure will enable Spectrum to make reasonable adjustments to the work environment to ensure you work safely and productively.
Australian Work Rights	All employees must be permanent residents of Australia or hold a current, valid visa.
National Criminal History Check	All offers of employment are subject to a satisfactory National Criminal History Check (NCHC) & Statutory Declaration.
International Criminal History Check	All offers of employment are subject to a satisfactory International Criminal History Check (as required). An International Criminal History Check will be required for individuals who have lived overseas for 12 months or more in the last 10 years.
MARAM responsibility level	Foundational summary of MARAM responsibilities by role .docx
Working with Children Check	All staff and volunteers working with children are required to have and provide a current Working with Children Check (WWCC) before commencing employment.

ADDITIONAL INFORMATION

NDIS Worker Screening Check	All staff and volunteers working with people with a disability are required to have and provide the NDIS Worker Screening check before commencing employment.
Policies & Procedures	All employees must abide by the organisation's Policies & Procedures.

OTHER RELEVANT INFORMATION

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the manager, in response to the strategic direction of Spectrum, and the development of the skills and knowledge of the position.