

## Position Description

Position Details	
Role title:	Management Accountant
Reports to:	Chief Financial Officer
Location:	Hybrid Work from home & Melbourne Office
Department:	Corporate Services
Award:	Non-award
Classification:	Non-award
Hours of work:	Full time
Tenure:	4-month contract
Date:	February 2022
Position Purpose	
<p>This is a 4-month contract where the Management Accountant has the responsibility for management accounting support to AASW departments in the annual budget process in line with the AASW corporate strategy 2021-2023. The focus will include the preparation of budget templates to enable departments to submit budget requests, consolidating information to build accurately from bottom up the overall group operating budget.</p> <p>The AASW departments include Membership Engagement (including branches), Social Policy and Advocacy, Professional Standards and Assessments, Education and Training, Marketing and Communications, Corporate Services.</p> <p>The Management Accountant will also support the Financial Accountant in preparation of statutory accounts, such as update and prepare financial reports in preparation for the interim financial audit review and year end annual report.</p> <p>This position reports directly to the Chief Financial Officer and Financial Accountant where appropriate. As a CA or CPA qualified accountant you must also be available to start immediately, and can commit to a 4-month contract to term to be considered for this role.</p>	
About AASW	
<p>The Australian Association of Social Workers (AASW) is the peak body for social workers in Australia, with approximately 14,000 members. We set the benchmarks for professional education and practice in social work and have a strong voice on matters of social justice, human rights and issues that impact upon the quality of life of all Australians.</p> <p>The AASW operates from a national office (Melbourne) and a network of 9 branches delivering education, programs and services, advocacy, networking, and connection for the benefit of members and the social work profession.</p>	
Our Values	
<p>AASW employees are expected to operate in accordance with the aims and intent of our shared values.</p> <p><b>Respect</b></p> <ul style="list-style-type: none"> <li>Trust; True openness; Compassion; Self-awareness and reflection</li> </ul> <p><b>Collaboration</b></p> <ul style="list-style-type: none"> <li>Support each other; Teamwork; Shared vision; Being united and collegiate; Enjoy your time at work and have fun</li> </ul> <p><b>Integrity</b></p> <ul style="list-style-type: none"> <li>Responsibility; Courage; Authenticity</li> </ul>	

<p>Accountability</p> <ul style="list-style-type: none"> <li>• Be engaged and contribute; Deliver outcomes</li> </ul> <p>Responsiveness</p> <ul style="list-style-type: none"> <li>• Self-awareness; Flexible; Agile; Curiosity</li> </ul>
<p><b>Key Areas of Accountability</b></p>
<p><b>Objective 1: To lead and support the AASW departments in the annual budget process to prepare budgets reports accurately and on time</b></p>
<ul style="list-style-type: none"> <li>• Act as the Corporate Services representative at budget department review meetings</li> <li>• Develop budget packs and improve existing reports where necessary to enable departments to develop their budget (revenue, operating expenses, FTE), which can then be rolled up into the overall group consolidated operating budget</li> <li>• Develop and improve budget templates and reports where appropriate</li> <li>• Review and analyse current and prior year's trends when preparing budgets, be prepared to advise where necessary findings and/or recommendations to the department's financial and non-financial managers</li> <li>• Respond to financial inquiries by gathering, analysing, summarizing, and interpreting data.</li> <li>• Manage and protect the financial information and records of the AASW as relevant to their task.</li> </ul>
<p><b>Objective 2: Assist the Finance team in co-ordination and preparation of the AASW statutory accounts</b></p>
<ul style="list-style-type: none"> <li>• Assist in the preparation of the draft statutory accounts report file ready for 2021-22 financial year, so that preliminary year to date financials can be input and validated correctly. This includes mapping the trial balance to the cashflow, balance sheet and P&amp;L.</li> <li>• Monitor Honorarium payments are in line with the Board policy, where the annual remuneration of the Board of Directors does not exceed the annual budget in the aggregate.</li> </ul>
<p><b>Objective 3: To maintain up to date with relevant accounting standards</b></p>
<ul style="list-style-type: none"> <li>• Assist with the completion of the annual audited financial statements with Australian Securities and Investments Commission ("ASIC") and ensure management and statutory accounts have been prepared in accordance with relevant Accounting Standards e.g. IFRS 16 Leases, IFRS Revenue from Contract with Customers</li> <li>• Provide support to external auditors during the interim financial audit process.</li> </ul>
<p><b>Objective 4: To undertake alternate duties as may be reasonably required</b></p>
<ul style="list-style-type: none"> <li>• Undertake alternate tasks as required from time to time to a professional standard</li> <li>• Provide assistance to other employees as maybe reasonably required</li> <li>• Active involvement in quality and continuous improvements, and always seek best practice in fulfilling your role.</li> <li>• Maintain up to date knowledge of skills and tasks through ongoing education.</li> </ul>
<p><b>Key Compliance Requirements</b></p>
<p>All AASW employees are required to:</p> <ul style="list-style-type: none"> <li>• Comply with all AASW policies, procedures and code of conduct.</li> <li>• Operate in accordance with relevant statutory and regulatory compliance obligations including: Work Health &amp; Safety, Privacy, Finance Management, Record Keeping and Equal Opportunity in employment and service delivery; and</li> <li>• Participate in relevant training and awareness programs relating to compliance obligations and areas of accountability.</li> </ul> <p>A police check and other checks may be required as part of the selection process or during your period of employment.</p>
<p><b>WHS Inherent Job Requirements</b></p>
<p>AASW will take all reasonable steps to accommodate the abilities and needs of all staff members and prospective staff members within the inherent job requirements of the role.</p>

The requirements may include:

- Attendance, representing and public speaking at AASW functions and AASW approved events
- Sitting or standing at a desk for extended periods of time
- Manual handling
- Use of computer screen for extended periods of time
- Managing peak work demands
- Undertake after hours work
- Ability to undertake interstate airline travel if required from time to time
- Communicating around emotive subjects involved in the social work sphere, such as mental health, child protection, disability, sexual orientation and family violence

## Core Competencies and Capabilities

These competencies and capabilities are fundamental requirements.

### Personal Responsibility

- Complies with the AASW Code of Conduct at all times.
- Anticipates and adapts willingly to changing demands and situations.
- Takes personal responsibility for awareness and compliance with all procedures, standards, practices, and policies of the AASW in so much as they apply to the relevant position.
- Willingness to acquire new skills and willingness to undertake further training.

### Regulatory Compliance – Safety, Health, Environment, Ethics and Privacy

- Assists in the provision of a safe and healthy workplace by identifying and responding to hazards in an appropriate manner.
- Ensures a strong awareness and compliance with Regulatory Standards to ensure ongoing privacy, safety, and security of stakeholders, and takes appropriate preventative measures to minimise the risk of adverse incidents.

### Promotes and Communicates

- Promotes initiatives in their work area to ensure effective performance and achievement of the objectives.
- Promotes a team spirit and communicates effectively and professionally with fellow employees, management, members, suppliers, and service providers.

### Service Quality and Efficiency

- Maintain service quality and efficiency and take part in quality assurance processes.

## Key Selection Criteria

### Essential Requirements

#### Technical Attributes

- Undergraduate degree in Accounting, Commerce or Business.
- CA or CPA qualification.
- At least four years' experience in a similar role.
- Firm grasp and understanding of accounting principles
- Strong reconciliation/validation skills
- Attention to detail is essential

#### Individual Attributes

- Team based approach to leadership
- Able to handle periods of high workload, meet deadlines and tolerate pressure
- Professionally presented
- Willing to learn new skills
- Strong communication, negotiating and interpersonal skills
- Hands-on approach to problem solving skills, willing to get into details
- Ability to work autonomously or collaboratively with others

### Desirable Requirements

#### Technical Attributes

- Experienced in IT systems oversight
- Experienced in database systems (input & output) accounting principles
- SME Accounting experience

- Xero accounting experience
- PowerPoint an advantage
- Microsoft suite of products particularly MS Excel

**Individual Attributes**

- Experience in team leadership
- Passion for participating in projects and process improvements

**Approval**

Cindy Smith CEO		
	Signature:	Date:

**Acknowledgment**

- I understand I may be required to undertake alternate tasks and duties as may be required from time to time which are not listed in this statement, as directed by my manager.
- I will provide assistance to other employees as may be reasonably required.
- This position title may change in the future in accordance with changes to the organisation structure.
- I acknowledge and have read and understood this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability.

**Employee Acceptance**

Print name:	Signature:	Date: