



Position Description

Position title	Management Accountant
Position number	<i>Position Number</i>
Employment status	<i>Full time</i>
Department	Finance
Location	Archer Street, Mooroopna
Position reports to	<i>Chief Financial Officer (CFO)</i>
Award	Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020
Classification	<i>Grade 6, above award</i>

ABOUT THE ORGANISATION

Rumbalara Aboriginal Cooperative (RAC) is recognised as a leader among Aboriginal community-controlled organisations, maintaining a high profile in the public and private sectors across research, consultancy, policy development, and partnerships. RAC operates in a culturally appropriate, sensitive, community-controlled environment that maintains a holistic approach to service provision and emphasises the importance of family and community.

RAC has been a resource, service provider and enabler of the Aboriginal and Torres Strait Islander communities of the Greater Shepparton region since 1980. RAC is a cooperative working to provide a range of supports and services including:

- Health and Wellbeing
- Positive Aging and Disability Services
- Justice and Community Services
- Asset and Infrastructure Services / Housing
- Engagement & Family Services
- Corporate Services

RAC has an annual budget of \$35 million and a workforce of approximately 300 people. RAC is a significant employer and economic contributor to the region and plays a high profile leadership role as one of the larger Aboriginal organisations in Australia. RAC is committed to ensuring the Aboriginal people in the Goulburn Valley have certainty of access to community-controlled services.

ROLE PURPOSE

The Management Accountant works as part of the Finance team in Corporate Services to provide financial advice and proactively support stakeholder financial information needs to enable informed decision making by stakeholders in



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order to achieve the outcomes of RAC and its subsidiary, Rumbalara Housing Ltd (RHL). The role will be responsible for developing and reporting on a budget and forecast, undertaking analysis on trends and variances, providing accounting support in monthly closing and reporting, improving internal financial processes, providing financial advice to Executive Managers and supporting the CFO on other priorities.

KEY SELECTION CRITERIA

Qualifications and Registrations:

- A bachelor's degree in accounting or economics with at least 5 years post graduate workplace experience in finance
- Completion of a CPA or CA program

Knowledge and skills:

Our ideal applicant will have:

- Thorough knowledge of accounting principles, financial regulations, and reporting standards (AASB, GAAP etc), with relevant work experience in accounting roles. Work experience in a co-operative is also desirable, but not a requirement.
- Experience in budgeting, forecasting, and financial modelling.
- Strong excel skills and an aptitude for data analysis with high levels of attention to detail,
- Strong presentational skills and the ability to convey financial information in a clear and concise manner to stakeholders,
- Proficient in financial accounting software. (Business Central experience will be highly regarded but not essential).
- Strong interpersonal skills with the ability to work collaboratively and effectively with other RAC work units.
- Outstanding communication and presentation skills to interact with stakeholders.

KEY RESPONSIBILITIES

Technical Capabilities

- The timely production of accurate monthly management accounts and disseminated to all budget holders.
- Preparation of the annual financial statements for Rumbalara group companies.
- Develop budgets, that are appropriately costed and align with program deliverables. Holding meetings as appropriate with budget holders to review current spend and develop action plan for achieving budgets.
- Undertake regular financial forecasting processes.
- Identify trends and preparing financial reports on your findings.
- Providing financial guidance to a range of stakeholders across the organisation.
- Preparation of reports and models via Excel.
- Preparation of Financial Acquittals to Funding bodies.
- Monthly reconciliation of key balance sheet accounts as directed by the Executive Manager.
- Contribute to a high performing and dedicated team culture.
- Compliance with financial procedures and to ensure a sound system of financial controls.
- Build and maintain strong and effective relationships with staff
- A willingness to get into the detail and produce high-quality work
- Perform and complete any reasonable duties relevant to the Position Description as requested by the CFO.

Behavioural Capabilities

- Act at all times to protect the right of the clients, including culture, confidentiality, privacy, individual choice and decision-making
- Demonstrate commitment to the Co-operative's values and behaviours - serve the community, work together, act with integrity and respect other people (a copy of this is available to view)



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- Provide support and proactively engage with the clients and broader community
- Establish and maintain relationships with clients, community and Rumbalara staff and team members

Administrative Capabilities

- Attend staff meetings
- Submit accurate timesheets and claim forms (if applicable) in a timely manner
- Participate in service training programs as organised by Rumbalara and / or any other training to upgrade skills
- Ensure that all statistical data / record-keeping and other documentation are completed and forwarded on time
- Follow correct policy and procedure directions at all times
- Contribute to and support the organisation's systems and processes for managing safety, quality and risk; observe and report hazardous situations or behaviours

EMPLOYMENT CONDITIONS

- Have a current National Police Check
- Hold Valid Driver's License, without restriction
- Hold current Employee Working with Children's Check
- Covid Vaccination Certificate in accordance with the government guidelines
- All staff are required to sign a confidentiality agreement on appointment to the organisation
- Probationary / qualifying periods apply to all positions
- All staff are required to adhere to the Code of Conduct of the Co-operative (available to view)
- All staff are required to follow the policies and procedures to the department and the Co-operative (manuals are available to view)
- A commitment to equal opportunity and Occupational Health and Safety principles and practices is required
- Salary packaging is available to permanent part time and full-time staff
- Tenure of positions at RAC will be tied to existing contracted funding arrangements