

# POSITION DESCRIPTION

<b>TITLE:</b>	Management Accountant	<b>STATUS:</b>	0.8 FTE
<b>LOCATION:</b>	Bendigo/Melbourne	<b>REPORTS TO:</b>	CFO & Business Operations Manager
<b>DIRECT REPORTS:</b>	None	<b>LEVEL:</b>	Coordinator, SCHADS Award Level 5, Pay Point 1

## ABOUT FRRR

The Foundation for Rural and Regional renewal (FRRR) is a national charitable foundation focused on increasing equity of opportunity in remote, rural, and regional Australia. It adopts a partnership and leverage model of philanthropy which harnesses the collective resources of philanthropy, business, and governments to support remote and rural communities to be vibrant, adaptive, and sustainable. Established in 2000, FRRR has distributed more than \$177M to over 14,000 projects across Australia to date.

Our strategy is focussed on improving outcomes in the areas of **People, Place, and Disaster Resilience & Climate Solutions**. FRRR believes that targeted philanthropic investment and collaboration in these areas will build more vibrant, sustainable, and adaptive remote, rural, and regional communities - and a more equitable and prosperous Australia as a whole.

FRRR's principles of engagement are guided by an understanding that rural, regional, and remote (RRR) communities are in a constant cycle of development and adjustment. As such we support community-led approaches that:

- **Seed & Strengthen** by enabling RRR communities to support and resource core social and physical infrastructure;
- **Adapt & Evolve** by building adaptive capacity across communities and enhancing their ability to cope and adjust to disruption; and/or
- **Innovate & Renew** by supporting communities to test, scale and embed game-changing initiatives.

To achieve this, we:

- **Grant and Develop** to provide remote, rural and regional communities with access to grants and capacity building resources and support to address inequity and create opportunities;
- **Leverage and Broker** to harness FRRR's tax status, knowledge, and networks to support innovation, self-generation, and unlock more giving to address remote, rural and regional community needs; and
- **Connect Insights and Learning** for policymakers, communities, and funders to connect them with ideas, knowledge and lived experience to influence more targeted and relevant support for rural, regional, and remote communities

Our values centre around collaboration and constant improvement. We have created a dynamic, flexible, and supportive work environment. FRRR is an Equal Opportunity employer. FRRR encourages and welcomes applications from people from diverse backgrounds and from First Nations communities.

**We Find Ways Forward** - *A supporter and positive contributor to those we deal with.*

**Real World Problem-Solving** - *Considered, hardworking people that come together to make things happen.*

**Finding Common Ground** - *A grounded, connected start point for all we do.*

**Live the Experience** - *The best way to lead is through listening, learning, and knowing the facts.*

FRRR is committed to protecting the health, safety, and wellbeing of all employees. To achieve this FRRR strives to ensure that employees do not undertake work for which they are not suited, and we take appropriate measures to allow work to be done in a manner that will not put any person at risk to their health and safety. As such, new incumbents to this role will be required to complete a Pre-existing Injury Declaration relating to the job requirements.

## WHAT YOU WILL ACHIEVE & DRIVE

Reporting to the CFO & Business Operations Manager, the Management Accountant is responsible and accountable for overseeing and providing transactional data services across the finance portfolio including but not limited to, processing and supervision of:

- Revenue, accounts receivable, funder and stakeholder oversight and support.
- Daily reconciliation in relation to revenue and revenue related grant systems.
- Key management reporting contact for the organisation, supporting teams to access, update and interpret their monthly actual to budget reports.
- Accountability for the timely preparation of monthly program management reports.
- Year end and grant acquittal preparation and reporting support.
- Supporting compliance across the relevant financial legislative/regulatory requirements.
- Fostering a culture of continuous improvement across the financial management transactional platforms including supporting the review and update or work processes and procedures.
- Building successful relationships with internal and external stakeholders and fostering a positive and responsive work culture.
- Any other management accounting tasks required from time to time, especially project based

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## KNOWLEDGE & SKILLS

The broad scope of this role requires significant finance and bookkeeping acumen to trial balance level across the accounts payable, receivable and payroll ledgers. It includes the ability to support the CFO & Business Operations Manager in the provision of transactional information for regular reporting, forecasting, budgeting and planning purposes. The Finance Coordinator must be a proficient team player who will support the implementation of the most efficient ways to perform the finance function across the organisation, particularly from a continuous improvement and collaborative work perspective.

### Skills Required

- Strong finance and accounting literacy to trial balance and knowledge of the nuances of the NFP and/or philanthropy setting.
- Strong transactional and management accounting data analysis skills particularly in relation to the revenue and program management.
- Experience supporting the delivery of high calibre month end reports to internal and external as required.
- Knowledge and understanding of financial and regulatory reporting requirements in relation to revenue recognition and grant funding management support.
- Excellent financial management software skills, particularly MYOB Accounts Right.
- Excellent attention to detail, deadline management and task focus skills.
- The ability to work collaboratively across the organisation to support and meet portfolio teams' financial management, reporting and accountability needs.
- Excellent problem-solving abilities, a project management mindset and creative resourcefulness.
- Action Oriented - enjoys challenges; not afraid to take charge of a situation; can overcome resistance and take unpopular stands particularly when implementing change when necessary.

### Required Experience

- Appropriate accounting qualifications (diploma or higher) and a willingness to pursue further professional development as required.
- Minimum 5 years experience in the required financial management work areas.
- Prior involvement in supporting the preparation of grant reporting and acquittals.
- Experience with NFP funding and/or divisional accounting in a complex program budgeting environment.
- A high level of emotional intelligence, self-reflection and negotiation skills.
- Demonstrated aptitude for supporting innovation and change management in a finance team setting.

## WHAT'S IN IT FOR YOU

- Integral role in a trusted and respected charitable foundation
- Environment of growth and innovation
- Highly skilled and committed work force
- Reputable organisation making real impact in remote, rural and regional communities
- Access to EAP
- Flexible and hybrid work arrangements
- Ongoing professional development support