





## Program Management Accountant

EMPLOYMENT STATUSES			
<b>Status</b>	Full Time	<b>Award</b>	ACCHO
<b>Hours per week</b>	38 hrs per week	<b>Classification</b>	BDAC Grade 9
<b>Length of Term</b>	Fixed Term: June 2023	<b>Salary</b>	As per contract
<b>Reports to</b>	Finance Manager	<b>Additional Benefits</b>	Access to Salary Packaging
<b>Secondary Report</b>	ED Corporate Services	<b>PD Review Date</b>	12 months (09.05.2023)

ORGANISATIONAL CONTEXT	
 <p>The Bendigo &amp; District Aboriginal Cooperative (BDAC) is an ACCO (Aboriginal Community Controlled Organisation) registered as a member under the umbrella of VACCHO (Victorian Aboriginal Community Controlled Health Organisation) and represented nationally through NACCHO (National Aboriginal Community Controlled Health Organisation).</p> <p>BDAC was founded in 2001 to represent and provide services to the Dja Dja Wurrung community (Jaara people) and Aboriginal residents living in the Dja Dja Wurrung boundaries. BDAC has a responsibility to ensure growth of services, development of our Aboriginal community, better and improved health outcomes for our people, improved quality of life and be a lead agency in providing employment and career pathways for Aboriginal people.</p>	

LOCAL WORK ENVIRONMENT
Bendigo and District Aboriginal Co-operative provides a range of specialist services for clients based primarily in the Dja Dja Wurrung including Health and Wellbeing services, Family and Community Services and Corporate services.

BDAC'S VISION AND CORE VALUES	
<b><i>"Empowered generations belonging to strong families, culture and community"</i></b>	
<b><u>LEAD</u></b>	We are committed to lead as an individual, team and organisation in order to achieve positive health and wellbeing outcomes for our community.
<b><u>OPENNESS</u></b>	We will be accountable and remain transparent in the delivery of our service to clients, visitors and staff.
<b><u>RESPECT</u></b>	We treat one another with honesty, integrity, respect and value everyone's opinion and feedback.
<b><u>EXCELLENCE</u></b>	We strive for excellence in our programs and services so that we can support positive health and wellbeing outcomes for our community.



# BDAC

BENDIGO & DISTRICT  
ABORIGINAL CO-OPERATIVE

## Position Description

### POSITION OBJECTIVE

The Program Management Accountant will provide analysis and reporting of all BDAC funding streams, programs and services. They will establish systems for managing contracts and funding streams.

They will support the organisational budgeting and forecasting activities. They will be responsible for improving internal business processes and support the collation of data for program delivery, improvement and/or assessment of program/service effectiveness.

This role will also take responsibility for adhoc special projects in areas of finance, business, information systems and processes, creating effective and efficient systems and analysis of areas under review.

### KEY POSITION RESPONSIBILITIES

#### Primary Responsibilities

- Lead and manage the delivery of financial management services to program management staff to ensure the provision of timely and accurate data and acquittal reporting
- Develop systems by which revenue funding can be managed effectively, with visibility and transparency
- Develop a system to collate and manage contract documents and Funding Agreements for funding streams, services and programs
- Manage all relevant information from external funding bodies
- Lead and manage the annual cycle of organisational and program budgets and forecasts
- Lead and manage the regular provision of financial performance analysis and advice for managers
- Work closely with the broader Finance team to develop and deliver a suite of appropriate financial management reports to provide relevant and timely information to assist in decision making, incorporating monthly management reporting
- Work closely with the broader Finance team to develop clear and well documented processes to ensure organisational funding, reporting and finance practices are in line with accounting standards, external audit requirements, and internal standards
- Provide high level business partnering support to the Finance Manager and Executive Director Corporate Services
- Assist in the provision of information for preparation of statutory accounts and other external reporting purposes
- Review and continuously improve internal business processes
- Undertake special projects and adhoc analysis on business matters as requested
- Any other relevant duties

#### Key Accountabilities

- Ensure funding streams can be effectively tracked and managed
- Deliver reporting of funding stream budgets and expenditure
- Deliver regular analysis and reporting of all BDAC programs and services
- Make recommendations focused on improving the efficiency and effectiveness of programs, based on comprehensive evidence and data analysis
- Ensure senior management have transparency of funding received



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	<p>and how this is tracking against deliverables</p> <ul style="list-style-type: none"> <li>• Improvement of business processes particularly related to data collection, integrity, mapping, and analysis</li> <li>• Provide analysis and advice on adhoc financial and business requests</li> </ul>
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### CORPORATE RESPONSIBILITIES

<b>Administration &amp; Compliance</b>	<ul style="list-style-type: none"> <li>• Model and abide by BDAC Values, Code of Conduct and Policy and Procedures</li> <li>• Participate actively in professional development activities</li> <li>• Ensure that you participate in team meetings, staff meetings and other community activities as requested</li> <li>• Ensure that you adhere to legislative requirements</li> <li>• Ensure that you report any risks identified immediately to your line manager</li> <li>• Participate within the team to ensure performance against expectations including performance management and staff development, in accordance with BDAC's policies and procedures</li> <li>• Ensure that all staff are provided with and operate in a safe environment in accordance with BDAC'S OHS policies and procedures</li> <li>• Participate in Continuous Quality Improvement (CQI) activities</li> </ul>
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### KEY SELECTION CRITERIA

<ul style="list-style-type: none"> <li>• Fully qualified CPA, CIMA or equivalent</li> <li>• Sound understanding and experience of business data structures, data integrity, and analysis principles</li> <li>• Experience developing or enhancing business processes and mapping diverse datasets</li> <li>• A flair for designing process improvements, particularly using automation</li> <li>• Previous experience working in program finance/ reporting/ contract performance management</li> <li>• Well-developed communication skills (written and oral); ability to explain complex matters in plain language</li> <li>• High level skills in Excel, data manipulation and analysis</li> <li>• Ability to influence stakeholders and senior managers</li> <li>• Ability to work effectively and efficiently and to be a collaborative team player</li> </ul>
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#### **Preferred / Desired Education, Training and/or Competencies**

<ul style="list-style-type: none"> <li>• At least two years' experience in management accounting</li> <li>• Experience in a not-for-profit organisation managing multiple funding contracts is highly regarded</li> <li>• Accounting or Finance degree or similar</li> <li>• Systems scoping, design and implementation experience</li> </ul>
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### CONDITIONS OF EMPLOYMENT

<ul style="list-style-type: none"> <li>• Satisfactory Criminal Police Record Check</li> <li>• Valid Working with Children's Check</li> <li>• Must hold current full Victorian Drivers Licence and provide a copy</li> </ul>
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## Position Description

- If the position is for a role specifically to provide disability services (or work that involves regular direct contact with or access to a person with a disability), BDAC will check the prospective employee against the Disability Worker Exclusion List

### COMMITMENT TO SAFETY

- All children have the right to be children and live free of abuse and neglect, so they can grow, learn and develop. Everyone within BDAC is responsible for ensuring a culture of child safety; preventing child abuse and abiding by the Child Safety Principle
- BDAC is committed to the health and wellbeing of its employees and stakeholders
- BDAC has a zero tolerance to all forms of violence

### EMPLOYEE STATEMENT

**I have read, understood and accept the above position description for the Program Management Accountant.**

**EMPLOYEE NAME:** .....

**SIGNATURE:** .....

**DATE:** ...../...../.....