



Stay **connected**. Be **creative**. Keep **well**.

Management Accountant

This role is responsible for delivering robust financial management and operational oversight to support Satellite Foundation's strategic and compliance objectives. It ensures the integrity and timeliness of financial reporting, including month-end processes, reconciliations, and adherence to Australian Accounting Standards and ATO requirements. The position oversees the effective management and continuous improvement of the organisation's finance systems, while preparing high-quality financial reports, budgets, and forecasts to inform decision-making.

Acting as a trusted business partner, the role builds financial capability across the organisation by providing clear insights, guidance, and support to internal stakeholders. It also leads the ongoing development of financial policies, compliance frameworks, and process improvements, contributing to strong governance and operational efficiency. Working collaboratively with the Operations Team and broader organisation, the role enhances financial accountability, supports data-informed decision-making, and strengthens overall business literacy.

Role details:

Job title:	Management Accountant
FTE and Contract type:	Part-time (0.6 FTE), Fixed Term to 30 June 2027
Salary:	\$122,755 per annum , based on Level 6 of the Social, Community, Home Care and Disability Services (SCHADS) Award 2010, plus superannuation and not-for-profit salary sacrificing options

Reporting / working relationships

Reports to: Director, Operations

Direct Reports: Bookkeeper (contractor) for day-to-day activities and problem-solving accounting issues

Internal Relationships: Satellite Foundation Board of Directors, Executive Team and Staff

External Relationships: Satellite Foundation participants, volunteers and graduates, partner organisations, community groups, and Satellite supporters and stakeholders.

Benefits of working at Satellite Foundation

- Office location in Collingwood, Victoria, close to public transport
- A values-driven culture

- Flexible working arrangements including hybrid options are available for this role
- An employee assistance program
- Professional development opportunities
- Extensive salary packaging options (to a maximum of \$15,899 per annum, plus up to \$2,650 meals and entertainment)

Satellite seeks to provide suitable working arrangements for all team members, acknowledging that everyone's circumstances are different. If suitable to the role expectations, flexible working options are offered to maintain a healthy work-life balance.

Key Responsibilities

- **Financial Control:** With the assistance of a part-time bookkeeper using management accounting methods, ensure timely and accurate month-end transactions for Board and internal reporting, including closing end of period processes, preparing reconciliations, and reporting in line with Australian Accounting Standards. Ensure on-time compliance with ATO requirements, including BAS, FBT, Portable Long Service Leave and other regulatory requirements.
- **Finance System:** Oversee and manage business processes relating to the cloud-based financial management system, ensuring upgrades and enhancements flow to related operational procedures. Provide direction to the bookkeeper while maintaining overall accountability for the accuracy and integrity of all financial outputs.
- **Reporting and Compliance:** Prepare financial statements and reports suitable for internal and external stakeholders. Prepare and monitor budgets, forecasts and financial reports to extract insights, deliver timely information and provide recommendations. Support the financial audit by preparing documentation, assisting in process work throughs and responding to queries.
- **Business Partner:** Over time, build the financial literacy of Satellite's team and act as the key finance business partner, providing financial insights and guidance to internal stakeholders, supporting decision-making processes.
- **Compliance and Continuous Improvement:** Monitor and update finance policies, manage income and expenditure recognition using management accounting techniques, and lead continuous improvement efforts across the finance system and processes.
- **Team Contributions:** Work with the Operations Team and the broader Satellite team to enhance financial accountability, efficiency and knowledge, contributing to the business literacy and financial capability of the organisation. Support the efficiency of financial projects through data analysis and informed business thinking.
- **Other duties as required.**

Essential Skills and Experience

- A University degree in accounting, with CA/CPA qualification and membership.
- Significant demonstrated relevant experience in financial and management accountant roles, with a deep understanding of the Australian Accounting Standards and taxation legislation.
- A sound understanding of contemporary accounting practices and financial governance principles as they apply to the not-for-profit sector.

- A proven ability to lead auditing processes, budget development, forecasts and reports, and present management accounts to boards and other internal stakeholders, including a details-oriented Executive Team.
- Deep experience effectively using cloud-based accounting software packages and advanced Excel/Word skills.
- Experience using SharePoint, Teams and other current software.
- Ability to work independently with initiative, take a proactive approach, manage competing priorities, follow tasks through to completion, and actively contribute to a collaborative and positive team culture.
- Excellent written and verbal communication skills.

Desirable Skills and Experience

- Experience working for a complex, medium-sized not for profit entity.
- A working knowledge of Power BI or similar (highly desirable).
- A lived experience of being a child and/or young person where a family member experiences mental health challenges would be highly valued.

Special conditions relevant to this role

Employment is conditional on:

- A satisfactory National Police Check
- A satisfactory International Police Check if you have lived overseas for longer than 12 months in the past 10 years
- A current Working with Children's Check
- Proof of rights to work in Australia as described in legislation
- Certified evidence of relevant professional qualifications
- Disclosure of any misconduct or formal disciplinary action taken by any current or former employer
- Demonstrated ability to work flexibly across agreed hours during the working week, with capacity to increase availability in response to organisational needs. Occasional attendance at out-of-hours Board and Committee meetings will be required

Satellite Foundation

Established in 2009, [Satellite Foundation](#) is a not-for-profit charity that connects and empowers young people aged 8 to 25 years, who have families with mental health challenges. Satellite aims to foster a strong connection between young people, their families and the wider community. Our programs use a combination of creativity and the sharing of lived experience to combat isolation and promote confidence, self-esteem and good coping strategies. Satellite offers peer support in a range of in-person and online programs, workshops, activities and projects that are centred on connection.

Our commitment to children and young people

At Satellite, our staff are committed to:

- Placing children and young people at the heart of what we do and in the context of their family and their community.

- Acting in the best interest of young people at all times and living our principles of creativity, connection and wellbeing.
- Amplifying and embedding the voices and lived experience of children, young people and families through our co-creation framework, so they know their voices are heard and valued.

Key behaviours and values

Satellite's values guide the way we work and connect with our participants, team, and community. Through compassion, creativity, community, inclusivity, and collaboration we build strong connections to make a difference.

Compassion – People are at the heart of all we do. We see you. We hear you. We're here for you.

Creativity – Creativity is our language and expression of how we build safe and fun spaces to feel joy and be brave.

Community – We believe that shared experience fosters friendships, builds connections, and sustains a sense of belonging.

Inclusivity – We encourage and empower diverse individuals and communities, listening to and honouring their voices.

Collaboration – We listen and learn from each other, honouring the value of lived and living experience and build it into all that we do.

Diversity, equity and inclusion at Satellite Foundation

Satellite Foundation is an equal opportunity employer that embraces a culture of diversity, equity and inclusion. We encourage applications from Aboriginal and Torres Strait Islander communities, those from diverse age groups, abilities and backgrounds, those from multicultural and multifaith backgrounds, and LGBTQIA+ communities to apply. We are committed to ensuring a safe working environment for all staff and volunteers.

We also encourage individuals with lived and living experience of mental health challenges themselves, or within their families, to apply.

Satellite Foundation has created an inclusive workplace and takes appropriate measures to enable everyone to access employment opportunities and to benefit equally from employment-related opportunities by providing reasonable accommodations.

Therefore, we recognise that there are barriers to employment for people, and we encourage you to get in touch with us to explore alternative application methods or other ways of removing these barriers for the recruitment and selection process.