

POSITION DESCRIPTION

Management Accountant



Reporting to: Chief Operating Officer

Classification: MEA 4

Direct Reports: Nil

Women's Legal Centre

The Women's Legal Centre (WLC) is a specialist women's community legal centre. Our vision is that women are safe, strong and in control of their lives. Our mission is to use the legal system to improve women's lives and advance gender equality.

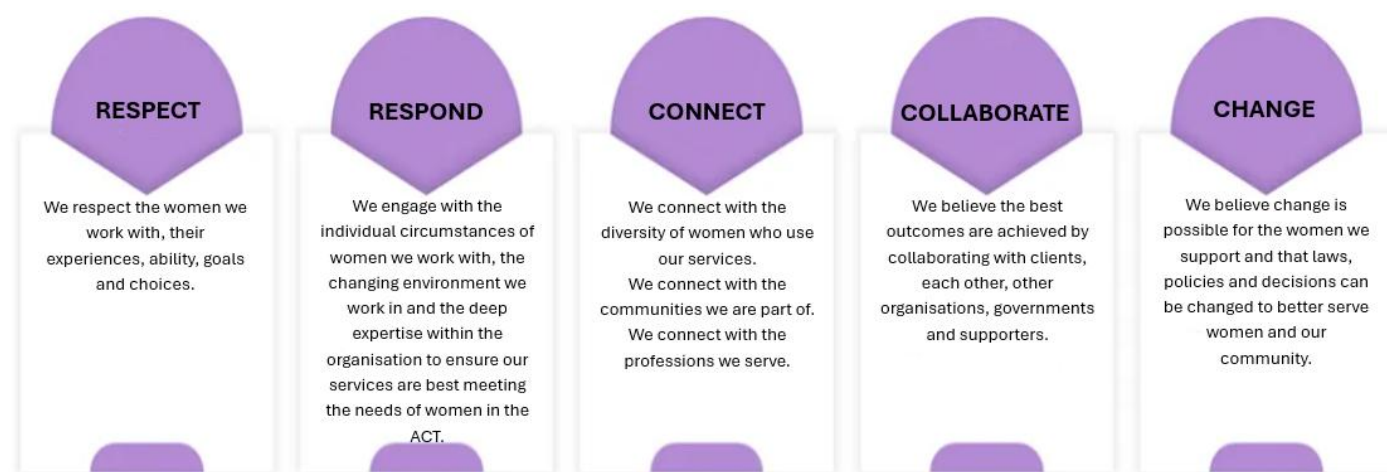
WLC's legal practice areas include Family Law, Employment, Discrimination and Sexual Harassment, Migration and the Sexual Violence Legal Service. WLC also offers the Mulleun Mura Access to Justice Program, which is a specialist program for First Nations women, led and delivered by First Nations women.

WLC provides assistance to women, trans and gender diverse people.

WLC provides legal assistance across the spectrum of need, including legal information and referral, legal advice and representation, and litigation. We provide legal services within a feminist, trauma-informed, multidisciplinary and integrated service model that incorporates social work, cultural supports and collaborative service models, to provide wrap-around support to the most at-risk clients. WLC also prioritises working in partnership and delivering services in collaboration with health and community-based services.

WLC is committed to building community capacity to understand and respond to gender-based violence and discrimination and being a visible and strong advocate for accountability and structural reform. WLC provides expert input into law, policy development and reform, and builds capability within government and the wider community to achieve deeper systems and cultural change.

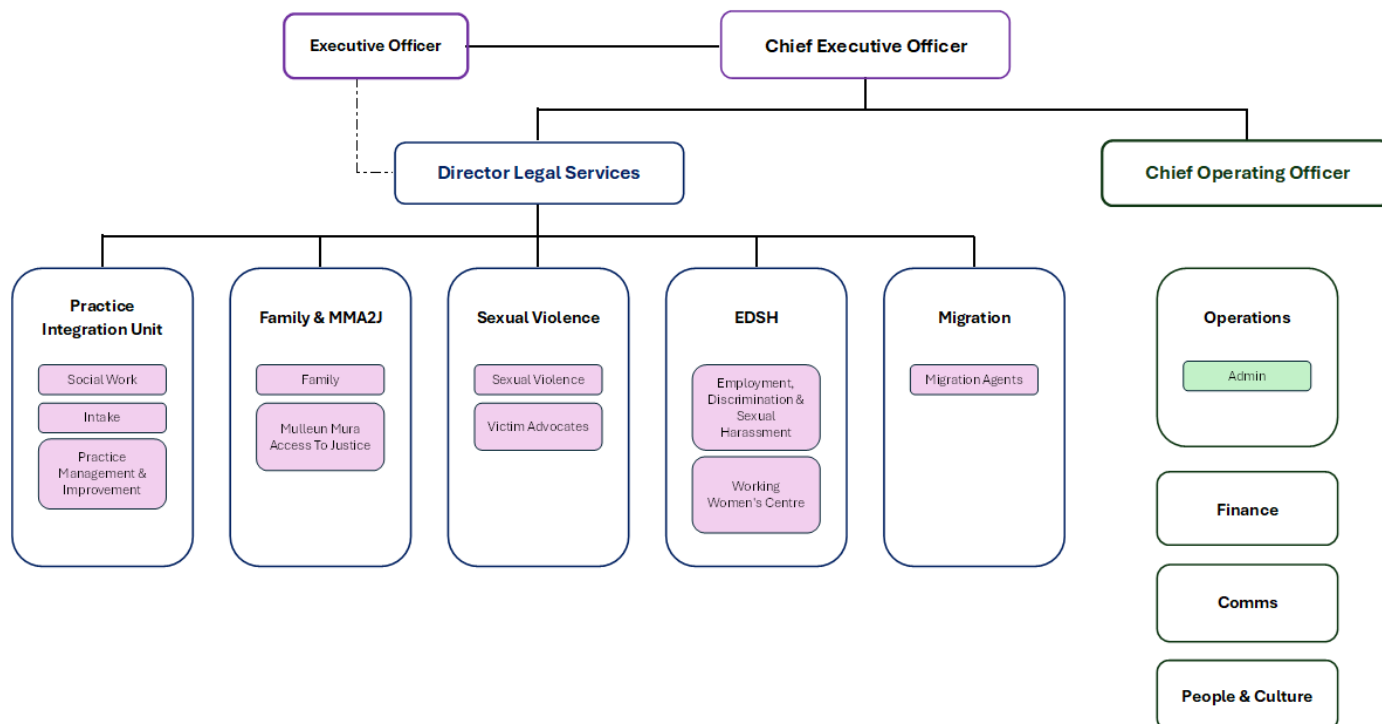
Organisational Values



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Management Accountant

Organisational Structure



Role Description

The Management Accountant has a critical role in the financial and management function supporting the Chief Operating Officer, and is responsible for providing accurate and timely financial support across budget consolidation, funding acquittals, reporting and financial analysis.

The Management Accountant works closely with the Operations Manager.

Financial Management

- Develop financial opportunity forecasting in conjunction with the Chief Operating Officer
- Internal control management of financial functions including accounts payable, accounts receivable and month-end reconciliations
- Month end reporting
- Ensure compliance with statutory law and financial regulations
- High-level financial reporting and analysis, including annual financial statements in conjunction with the Chief Operating Officer
- Produce and communicate report and analysis findings
- Coordinate the update and review of finance policies and procedures
- Monthly budget consolidation and cash flow management
- Income management, including funding and acquittals
- Prepare PAYG and BAS statements
- Payroll processing backup
- Perform other duties within your capabilities as directed

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Strategic Management

- Manage stakeholder relationships with auditors, funders and other external stakeholders
- Manage internal and external strategic projects to meet objective and timeframes
- Identify and plan initiatives for improving organisational service delivery practices
- Identify information requirements to support service delivery planning and management and performance reporting
- Contribute to aspects of business planning including providing advice and support

Organisational Responsibilities

- Work in alignment with WLC values and policies
- Participate in regular supervision and performance reviews
- Participate in reflective practice, debriefing and other staff wellbeing and resilience initiatives
- Be responsible for applying WHS to daily tasks performed in the workplace, report all matters beyond your authority and take all practical measures to ensure that your workplace is safe and without risk to health or property
- Undertake ongoing professional development in consultation with supervisor
- Attend and participate in regular staff meetings, planning days and other organisational initiatives

Position Requirements

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Qualifications

1. Relevant post-secondary qualifications in accounting from a recognised institution
2. Current Working with Vulnerable People (WwVP) clearance

Professional / Technical / Behavioural Capabilities

1. Relevant professional experience
2. Ability to contribute to strategic thinking
3. Ability to achieve results
4. Ability to support productive working relationships
5. Personal drive and integrity
6. Ability to communicate with influence towards cultural and trauma-informed safety
7. Technical and digital literacy
8. Ability to prioritise self-care for physical and mental health and wellbeing

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Professional / Technical / Behaviour Capabilities Explanatory Notes

This attachment sets out the type of information we are looking for against each of the selection criteria listed above. You will see that under each selection criteria there is a list of bullet points which provides guidance on the types of things that are considered relevant against the criterion. Please note that you are not limited to the dot points provided and that you are not expected to address each dot point - they provide additional guidance only...

Ability to contribute to strategic thinking

- actively support the goals and direction of the organisation
- clearly communicate goals and objectives to staff, colleagues, clients and/or stakeholders
- use your understanding of the work environment and objectives to consider how your work will impact on others
- draw on information, experience and common sense
- maintain an awareness of the organisation and keep yourself and others well informed on work issues
- undertake objective systematic analysis and draw accurate conclusions based on evidence
- identify problems and work to resolve them

Ability to achieve results

- establish clear plans and timeframes for project implementation
- identify and use resources wisely
- build and apply your own professional expertise
- adapt to, support and manage change
- take responsibility for managing projects to achieve results
- identify opportunities for improvement
- deliver outputs under challenging circumstances

Ability to support productive working relationships

- build and sustain positive relationships with team members, stakeholders and clients to produce effective outcomes
- anticipate and cater to client and stakeholder needs and expectations
- consult and share information
- value individual differences and diversity
- provide, seek and value constructive and regular feedback

Shown personal drive and integrity

- apply and promote WLC values and Code of Conduct
- comply with legislative, policy and regulatory frameworks and foster this in others
- committed, active and focused on work outcomes, even in uncertain or difficult circumstances
- show initiative and innovation in a changing environment and assist others to understand and cope with change
- acknowledge mistakes and learn from them
- ensure a positive working environment and balanced workload while working within agreed deadlines
- seek and recommend development opportunities based on capabilities

Ability to communicate with influence towards cultural and trauma-informed safety

- communicate in “plain English” and deliver messages clearly and concisely to individuals or groups
- encourage discussion to share ideas, clarify and confirm understanding and appreciate diverse views
- understanding of the dynamics of traumatic stress, survivors in the context of their lives and the role of coping strategies
- show judgment, understanding and skill in negotiating and working to resolve conflict
- influence others by presenting credible and persuasive views
- actively listen, consider and work to reconcile differing ideas and views
- ensure information given is accurate, timely and unambiguous
- select the most appropriate medium for conveying information