



Management Accountant

Reports to:	General Manager – Operations
Work hours:	16 hours per week (working arrangement to be confirmed)
Location:	Hawthorn, Melbourne

“Reimagining children’s education for a just society”

REAIE’s Purpose Statement

ABOUT US

Based in Hawthorn, the Reggio Emilia Australia Information Exchange (REAIE) is the sole, national reference organisation representing the educational project of Reggio Emilia in Australia. This not-for-profit organisation is governed by a national volunteer Board and supported by an innovative and dynamic Operations Team. REAIE draws on the Reggio Emilia Educational Project as the ongoing catalyst for thinking, research and advocacy in Australian educational settings.

OUR HISTORY

REAIE is an incorporated not-for-profit association in Australia. Its governance is designed to ensure transparency, accountability, and alignment with its mission to promote the educational principles of the Reggio Emilia Approach.

The governing body of REAIE is the Board of Management, which is responsible for strategic oversight and organisational accountability. Board members are elected by the REAIE membership at the Annual General Meeting (AGM), according to the rules set out in the Constitution.

The REAIE Board determines the overall policy for the organisation and devolves its day-to-day leadership and management to the General Manager. Members of the Operations Team are appointed by the General Manager. In all day-to-day matters, members of the Operations Team report directly to the General Manager.

POSITION OVERVIEW

The Management Accountant supports the financial sustainability, accountability and effective operations of REAIE through accurate financial management, analysis, reporting and advice. Working closely with the General Manager and Operations Team, the role maintains financial

records and systems, manages routine finance processes, coordinates payroll and statutory obligations, develops budgets and forecasts, and provides timely information to support operational and Board decision-making. The position also supports the financial planning, monitoring and evaluation of professional learning, conferences, study groups and other organisational initiatives, and coordinates the annual audit with external advisers.

KEY RESPONSIBILITIES

Financial Records and Transactions

- Maintain accurate accounting records, process approved supplier payments and customer invoices, and complete reconciliations, including stock and inventory adjustments as required.
- Monitor outstanding receivables, follow-up overdue payments and maintain appropriate financial documentation.
- Process approved payroll and superannuation and maintain associated employee records and reporting.

Budgeting and Financial Reporting

- Prepare the annual organisational budget and periodic forecasts with the General Manager, consulting the Treasurer as appropriate.
- Prepare monthly financial reports, including profit and loss statements, balance sheets and relevant commentary, for the General Manager, Treasurer and Board, highlighting significant variances and emerging financial risks.
- Provide practical financial analysis and advice to support operational planning and decisions.

Program and Event Financial Support

- Prepare and monitor budgets for professional learning (including tailored PL), conferences and study groups in collaboration with relevant team members.
- Provide advice on pricing, financial viability, international exchange rates and significant budget variances.
- Prepare financial summaries for major activities as required, including tailored professional learning income and expenses.

Audit and Compliance

- Prepare year-end accounts and supporting records, and liaise with external auditors, the General Manager and Treasurer during the annual audit.
- Complete required tax, payroll and regulatory reporting, including BAS/IAS, superannuation, workers compensation and applicable not-for-profit reporting.

- Support insurance renewals and other finance-related compliance requirements as needed.

Financial Processes and Collaboration

- Maintain appropriate financial controls, approval processes and access to finance systems and regulatory portals, consistent with REAIE policies and delegations; review operational expenses and subscriptions as required.
- Work collaboratively with the General Manager, Treasurer, Operations Team and external advisers, respecting operational and Board governance responsibilities.
- Identify practical improvements to financial processes and maintain confidentiality of financial and employee information.

POSITION REQUIREMENTS

KEY PERFORMANCE INDICATORS

- Accurate and timely monthly financial reports, reconciliations and financial analysis are provided to the General Manager, Treasurer and Board.
- Annual budgets and forecasts are prepared within agreed timeframes, with significant variances and risks clearly communicated.
- Accounts payable, receivable, payroll and superannuation processes are completed accurately and within required timeframes.
- Statutory reporting, audit preparation and required financial compliance activities are completed by relevant deadlines.
- Professional learning, conference and study group budgets are prepared, monitored and evaluated to support sound financial decisions.
- Financial records, controls and approval processes are maintained consistently and support accountability and transparency.
- Constructive, timely and professional collaboration with the General Manager, Operations Team and external advisers is demonstrated.

KNOWLEDGE

- Sound knowledge of Australian accounting practices, financial reporting, budgeting and internal controls.
- Working knowledge of Australian tax, payroll, superannuation and statutory reporting requirements relevant to a not-for-profit organisation.
- Proficiency with organisational accounting systems such as MYOB or Xero, spreadsheets and Microsoft Office applications.
- Understanding of audit preparation, reconciliations, financial analysis and financial governance.
- Relevant tertiary qualification in accounting, finance or business.

- Experience in a not-for-profit, membership or events-based organisation is desirable.

PERSONAL QUALITIES AND CHARACTERISTICS

- High level of integrity, discretion and sound professional judgement.
- Excellent attention to detail, accuracy and commitment to meeting deadlines.
- Strong analytical and problem-solving skills with the ability to explain financial information clearly to non-financial colleagues.
- Ability to work autonomously, take ownership of end-to-end financial processes, prioritise competing tasks and maintain effective records.
- Collaborative, respectful communication and positive working relationships with internal and external stakeholders.
- Adaptability, initiative and a commitment to improving systems and practices.
- Commitment to REAIE's purpose, values and positive workplace culture.

EXPECTATIONS OF ALL STAFF

- Treat each other (staff, members, Board) with courtesy and respect.
- Respect the right of others to work without distraction or disruption.
- Take responsibility for their own actions, progress and development.
- Proactive in maintaining a safe and clean work environment.
- Respect the property of REAIE and others.
- Support all REAIE policies and follow all procedures.

DECLARATION

I, _____ (full name), acknowledge that:

- I have read and understand the Management Accountant Position Description.
- I understand that it is an expectation of all staff that they will uphold the ethos, values, and objectives of REAIE, and contribute to the development of a culture of collaboration, innovation, improvement, and commitment to excellence in all that they do.
- My behaviours and actions will reflect the values of the organisation and will prioritise the needs of REAIE, its members, and stakeholders.
- This Position Description is neither an exclusive nor exhaustive list of duties and responsibilities and is subject to review and modification by the General Manager in accordance with the changing needs of the organisation.
- While the primary responsibilities are articulated, it is expected that I will contribute to the wider work of REAIE, including events and initiatives, and act as a positive ambassador in representing the organisation.

- This Position Description provides a framework for professional review and will be reviewed periodically.

Employee Signature: _____ **Date:** _____