



POSITION DESCRIPTION

POSITION TITLE:	Management Accountant
PROGRAM:	Finance - People and Corporate Services
STATUS:	Part Time (30.4hrs per week – 0.8FTE), 3-month fixed term contract
REPORTING TO:	Senior Accountant
LOCATION:	200 Hoddle Street, Abbotsford VIC 3067
CLASSIFICATION:	Thorne Harbour Health Limited Enterprise Agreement 2026 – Contract

1. ORGANISATIONAL ENVIRONMENT

Thorne Harbour Health (THH) is a community-controlled LGBTI organisation, governed by our members and accountable to the communities we serve.

THH began as the Victorian AIDS Action Committee in July 1983 and for 40 years, the organisation has led the Victorian community's response to HIV and AIDS. Thorne Harbour Health is now responding to a broader range of issues and began operations in South Australia in 2015. Thorne Harbour Health aims to improve the health, social and emotional well-being of LGBTIQ+ communities and those living with or affected by HIV, with a particular emphasis on bringing the HIV and AIDS epidemic to an end.

Our Vision

A world where our communities are healthy and live safely, with dignity and wellbeing.

Our Mission

We deliver community-led and culturally appropriate health and wellbeing programs informed by and responsive to our communities, always advocating to reduce stigma and discrimination.

For more information on our organisation, please visit our website www.thorneharbour.org

The Communities We Serve

When we talk about 'the communities we serve', language matters. We use words in ways that acknowledge and demonstrate respect for the way we describe our bodies, genders, and relationships. The terminology our communities use is complex and evolving, and identities can shift and change over the course of a person's life. We now use the LGBTIQ+ acronym as a collective term, but not all see it as inclusive enough. At Thorne Harbour Health, the communities we serve are made up of unique people with diverse backgrounds and experiences who identify as lesbian, gay, bisexual, people with innate variations of sex characteristics, trans and gender diverse, non-binary, intersex,

queer, other sexualities, gender bodily diverse people, and all people living with HIV. HIV continues to be important to us because it's where we began and will always be part of our communities' experience. While we remain committed to using and advocating for inclusive language and will endeavour to always describe people in the way they describe themselves, for the purpose of communication and accessibility of this strategic plan, we will use the term 'our communities' when referring to the diverse communities we serve.

This strategy is informed by our communities. We acknowledge the people we have lost to HIV, transphobia, homophobia, stigma, and discrimination. We acknowledge the learnings and guidance from our communities' elders and honour their legacy.

For more information on our organisation, please visit our website www.thorneharbour.org

2. PROGRAM CONTEXT, ROLE & FOCUS

This position sits within the People & Corporate Services Team at Thorne Harbour Health, based out of the Hoddle Street office in Abbotsford. The People & Corporate Services division ensures the best contemporary standards are in place for employee relations, volunteer engagement, events management, occupational health and safety, governance, business services, and financial management, including budget development, audit, risk, probity and reporting activities, legislative compliance, facilities development and management, procurement, IT and human resource strategies across the organisation.

Thorne Harbour Health is a growing organisation and has an increasing number of opportunities for new programs and services. This growth is accompanied by an increase in the complexity of funding arrangements and a higher demand for fiscal responsibility and accountability.

There is significant opportunity to build on the financial acumen, capability and confidence of leadership, managers and staff in their financial responsibilities as Thorne Harbour Health begin to leverage the potential of these new opportunities.

Reporting to the Senior Accountant, as the Management Accountant you will work closely with our team to continually develop, support, and manage financial plans, budgets, forecasts, that are aligned to our strategic goals and objectives whilst collaborating with department Directors and managers within the organisation.

In the role as Management Accountant, you will support the Senior Accountant to deliver key day to day accounting functions.

3. POSITION ROLE AND RESPONSIBILITIES

- Work with senior management and program managers to develop, understand and manage program budgets/forecasts and financial performance; providing insights to support effective decision making.
- Co-ordinate and support the annual budget and forecasting process, working closely with senior management and program managers to ensure budget and forecasts accurately reflect operational and business requirements.
- Develop, maintain and monitor financial models including cost recoveries methodologies to support sustainable and efficient service delivery within the budgeting and forecast cycle.
- Review and analyse profit & loss results against budget and forecasts, investigate variances, and identify underlying drivers impacting the results.
- Prepare and distribute timely and accurate management accounts, providing meaningful financial insights.

- Maintain the funding acquittal register and prepare program budgets, financial acquittals in accordance with funding agreements, contractual obligations and reporting deadlines.
- Provide backup support for payroll activities and work closely with the Human Resources team to ensure accurate cost allocations across programs and funding streams.
- Support the Finance Team throughout the annual audit process, including the preparation of financial information, supporting documentation and responses to audit queries
- Collaborate with the Finance Team to continuously improve financial service delivery, policies, procedures and processes, strengthening internal controls and operational efficiency.
- Conduct regular financial analysis, identify trends, and provide reports to management, to support informed management decision- making.

4. KEY SELECTION CRITERIA

Qualifications

- Bachelor's degree in accounting or finance, with CPA or CA certification.

Skills and experience

- Extensive demonstrated and relevant accounting experience, preferably in a non-profit or charitable organisation.
- Understanding and application of Australian accounting principles, regulations, and statutory reporting requirements.
- Demonstrated experience in budgeting, financial analysis, forecasting, and management reporting with the ability to translate financial information to meaningful business insights.
- Developed problem solving and analytical skills, with intermediate Microsoft excel capabilities and computer literacy.
- Excellent interpersonal and communication skills, with the ability to build effective working relationships and collaborate effectively with cross-functional teams and stakeholders.
- Demonstrated experience to develop and enhance budgeting methodologies, reporting frameworks and business planning processes including automation and continuous improvement initiatives.
- A proactive and adaptable approach, with the ability to work independently, manage competing priorities and meet deadlines in a dynamic environment.
- Well-developed leadership skills and teamwork, with the ability collaborate effectively, share knowledge and contribute to the achievement of team and organisational goals.
- Experience with finance, budgeting and payroll systems. Knowledge of MYOB Acumatica, Velixo and Employment Hero will be highly regarded

Desirable

- A genuine interest in and commitment to the mission and values of non-profit organisations.
- Experience in the implementation, configuration or optimisation of financial reporting, budgeting or planning systems.

5. CONDITIONS OF EMPLOYMENT

- Salary is paid in accordance with the Thorne Harbour Health Limited Enterprise Agreement 2026.
- Salary packaging is available at Thorne Harbour Health; it is a legitimate method of restructuring existing salary into a combination of salary and expense payment benefits to provide a higher net remuneration for the employee.
- Employer's contribution to superannuation will also be paid.
- Conditions of employment are as stated in the Thorne Harbour Health Limited Enterprise Agreement 2026.

- The position is for 30.4 hours per week.
- Completion by Thorne Harbour Health of a satisfactory police check.
- Evidence of a valid Working with Children Check.
- A willingness and ability to work flexible hours is required, including some early morning, evening and weekend meetings and other work-related commitments.
- A Confidentiality Agreement must be signed.
- Thorne Harbour Health is an equal opportunity employer. All staff members are required to contribute to creating a non-discriminatory workplace.
- Thorne Harbour Health provides a non-smoking workplace.
- Membership of the appropriate union is strongly encouraged.
- Candidates must have full working rights in Australia and may be required to provide proof of this eligibility.

6. PROFESSIONAL SUPERVISION

Thorne Harbour Health has a commitment to ensuring that staff members receive high-quality supervision on a regular basis. This role is required to attend this supervision.

7. WORKPLACE HEALTH & SAFETY

As an employee of Thorne Harbour Health, staff need to strive to ensure a safe and healthy workplace by complying with the provisions of Section 25 of the Occupational Health and Safety Act 2004 (Victoria) (Duties of Employees) or Section 28 of the *Work Health and Safety Act 2012* (South Australia) (Duties of Workers).

8. APPLICATION PROCESS

Written applications addressing the selection criteria and including a resume and the names and contact details of three professional referees should be sent via the job listing in Employment Hero.

For further enquiries, please contact Karen Toghai, Senior Accountant on 03 9865 6700 or via email - karen.toghai@thorneharbour.org

Applications close on Wednesday 4 November 2026 and will be reviewed as they are received, and interviews will be scheduled for shortlisted candidates, so we encourage you to apply early.

Important: it is essential that applicants specifically address the selection criteria. Where selection criteria have not been addressed, applications will not be considered.