



ABN: 23 917 949 584

Title:

Management Accountant

Advertiser:

Nature Glenelg Trust

Location:

Ideally based in either Mount Gambier (SA) or Warrnambool (Victoria) however other locations between Melbourne and Adelaide may be considered. Home based or hybrid options also available (negotiable).

Salary etc:

Full time (37.5 hrs/week)

Salary to be negotiated with successful applicant, based on experience. Indicative range \$80,000 - \$100,000.

Advertisement:

Are you passionate about the not-for-profit sector and interested in working for a regional organisation making a difference on the ground? Looking for challenges and the opportunity to embrace a role that helps drive the financial success of an environmental organisation with national reach?

If so, this could be the job for you.

About us:

Nature Glenelg Trust (NGT) is a regionally based not-for-profit environmental organisation delivering practical, science-based projects that protect, restore and enhance species and the natural environment. We manage national and regional projects with a particular focus on south-eastern Australia.

Since our launch in 2012, our operations have grown and now involves the collaborative efforts of approximately 30 staff (full-time, part-time and casual) based across multiple regions: Adelaide/southern Fleurieu (SA), Mildura (Vic), western Victoria (between Melbourne and the SA border), Hobart (Tas) and at our regional offices in Mount Gambier (SA) and Warrnambool (Vic).

Many of our ecological staff work remotely from home-based offices to achieve our geographic reach, and we pride ourselves on offering flexible and inclusive working conditions. Given the nature of the Management Accountant role, we anticipate them being hosted in either our Mt Gambier or Warrnambool office; however, for the right candidate we may be willing to discuss and consider other working arrangements in Victoria and South Australia.

About the role

We are seeking an experienced Management Accountant to join our small management and administration team on a full-time basis. In this pivotal, hands-on senior role, you will support the operational financial management of Nature Glenelg Trust. You will manage all aspects of accounting operations, ensuring compliance and accuracy in financial reporting while upholding our culture of working together to achieve great outcomes for the environment.

In this diverse, niche role, you can expect to undertake a wide range of accounts management tasks from the functional to the strategic, and the role would therefore best suit someone who has at least 8 years' experience in all facets of accounts management and payroll, for a small or mid-sized business with a diverse operating base. Experience working in the not-for-profit sector would be highly regarded but is not essential.

You will work with an enthusiastic and friendly team but have the ability to independently structure and manage your own workload. You will also have the opportunity of a handover period to allow for training and familiarisation with NGT's current accounts, payroll and project management systems. At NGT we highly value collaboration and a can-do attitude.

For initial enquiries please contact:

Melissa Herpich, Ecological Programs Manager / 2IC

melissa.herpich@ngt.org.au

PH: 0408 230 001

How to apply:

To apply, please submit your CV and cover letter **addressing the required qualifications, skills and experience** as outlined in the job specification below.

Applications to:

Toni Haywood, Administration Assistant

toni.haywood@ngt.org.au

Applicants must have full rights to live and work in Australia.

Closing time and date is 5pm, Thursday February 27th.

Job Specification: Management Accountant

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The role:

The Management Accountant role is a pivotal role in our organisation and has primary responsibility for maintaining the organisation's financial accounts and reporting, including reporting relating to the organisation's charitable status. The position is accountable for payroll, entering and analysing financial data, reporting, and preparing financial statements to support the efficient operation of the organisation.

The Management Accountant is the sole accountant within the organisation, although there is additional administrative support available for basic processing and invoicing tasks. As such, this niche role covers a diverse range of tasks and has significant responsibility, working closely with the Managing Director/Founder and our Senior Management Team.

NGT's accounts are managed in Vision (Sybiz) with payroll processed via Xero. As a registered charity, financial accountability, integrity and probity is of the highest importance to our organisation. Our operations are run on a project basis (currently 150+ active projects) and hence a large proportion of accounting tasks relate to managing the general accounts while maintaining up-to date project-based records.

Key Responsibilities:

1. Complete fortnightly payroll processing.
2. Prepare annual budgets and periodic cash flow statements.
3. Oversee invoicing and the receipt of funds from grants, donations and fee-for-service clients.
4. Reconcile and update the gift deductible register (as per NGT's charitable, tax-deductible status with the ATO) and ensure that donations are receipted appropriately with consistent record keeping.
5. Manage month-end processes including receiving and processing invoices and reconciling transactions against bank accounts.
6. Reconcile and maintain the integrity of the project sub-ledger including taking up year-end project claims. Provide project managers with up-to date project budget information to allow timely and accurate financial reporting to external parties and funding bodies.
7. Prepare and post standing general journals and ad-hoc manual journals as required.
8. Preparation of financial reports including:
 - a. Annual financial statements
 - b. Quarterly board financial reporting
 - c. Monthly project management summary reports
 - d. Monthly and quarterly activity statements for the ATO.
 - e. Annual Workers Compensation returns.
9. Review / analyse financial transactions for accuracy and completeness.
10. Assist with ad-hoc report preparation for external stakeholders (e.g. Australian Charities and Not-for-profits Commission, Australian Bureau of Statistics)
11. Ensure NGT complies with relevant accounting standards and legal requirements.
12. Manage audit and compliance and group reporting packages.
13. Actively identify systems and software application improvements for recording and reporting financial information, including liaising with Sybiz where relevant.
14. Work collaboratively with the NGT Senior Management Team to support the smooth operation of the organisation, including liaison with staff and regular presentations of financial information to the NGT Board.
15. Other duties as directed by the Managing Director / Founder.

Qualifications, Skills and Experience Required

Qualifications:

1. Tertiary qualification in accounting.
2. Professional certification with Certified Practising Accountants (CPA Australia), Institute of Chartered Accountants Australia (CA Australia) or Institute of Public Accountants.
3. Driver's license.
4. Police Check and Working with Children Check (or willingness to acquire).

Essential Experience, Skills and Competencies:

1. Minimum of 8 years' experience working in an accounting role, preferably with experience in a senior accounting or financial management role.
2. Practical experience overseeing all aspects of the financial system of a similar sized business.
3. Willingness to undertake routine tasks (reconciling invoices, payroll etc) as well as more strategic financial oversight activities.
4. A fast learner, with advanced technical skills and proficiency in accounting software and Microsoft Excel, as well as the confidence to adopt and adapt to new software as required.
5. Demonstrated methodical approach to undertaking tasks, attention to detail and problem-solving skills.
6. Effective time management skills that demonstrate an ability to work to deadlines and successfully prioritise tasks.
7. Self-motivated with the ability to work effectively both independently and as a member of a small organisation with a dispersed workforce.
8. High level communication skills for effectively liaising with non-financial professionals in other teams.

Desirable Experience, Skills and Competencies:

1. Experience in using Xero and/or Vision (accounting software).
2. Experience in a similar role in the not-for-profit sector.

Reporting Relationships

- The position reports to Mark Bachmann, Managing Director / Founder
- The position has no direct staff supervision responsibilities, but liaises with a wide range of staff to fulfil the duties required of the role

What you can expect as an NGT employee

- A competitive not-for-profit sector salary.
- Flexible working conditions, including access to Flexitime.
- Optional office or hybrid working from home arrangements (to be negotiated).
- The satisfaction of working for a for-purpose organisation, achieving tangible results.
- Being part of a small, friendly workplace where people are enthusiastic about their work.