

# Project Financial Accountant



## The purpose of this position

The **purpose** of the position is to work with the Financial Controller to provide a high-quality accounting, reporting & analysis support to the Finance team and Finance leaders to enable the Finance team to successfully deliver BAU (day-to-day deliverables) and ERP implementation.

## About the position

- This position is within Finance & Corporate Services directorate.
- It's part of the Finance team.
- This position **reports to** the Financial Controller.
- This position allows for flexibility.
- ☐ The position leads a team.
- The position is designated Band 5 under the ***Schedule of Authorities and Delegations***.
- The position is a: ☐ Budget holder ☐ Has designated revenue or billing targets.
- This position maybe advertised externally as Project Financial Accountant.

## Key areas of responsibility

- Understand the Organisation, Finance Team & the key Stakeholders: Develop a deep understanding of The Benevolent Society's Services, Operating environment & Financial systems, and financial priorities by maintaining close connection with Direct manager, Finance Leaders & the wider Finance team and proactively partnering with key stakeholders in the assigned areas.
- Support the Finance & Project teams: Assist with Enterprise Resource Planning (ERP) system implementation, data analysis, testing and providing insights for key system configuration including internal process change management during & post ERP implementation.
- Accounting activities: Assist the Finance team in preparing journal entries based on operational data from financial and non-financial systems, generating reports, maintain the Fixed assets register, update the property register for AASB 16 workings and prepare leasing journals.
- Finance transactions: Review & understand the Finance transactional data flow & processes in place and support the Accounts payable, Accounts receivable and Payroll functions with process improvements, data analysis, reconciliations & other ERP implementation requirements.
- Other key activities:
  - Support projects and other tasks assigned by Finance Director and Financial Controller.
  - Balance sheet reconciliations & other ad hoc reconciliations including investigating & resolving reconciling items.
  - Investigate & resolve any matters assigned from ERP implementation or regular BAU activities.
  - Update & publish month end reports using Power BI, Excel & Internal Financial reporting systems including investigations of any variances between the systems and GL.
  - Prepare for and assist with the external annual audit process as well as ad-hoc internal audits.
  - Liaise with key external stakeholders including Government agencies & Other Statutory bodies.

## The Benevolent Society

# Project Financial Accountant



## Key outcomes

**When things are going well, we would expect to see these outcomes:**

- Accounting and Reporting teams are in sync, and the end-to-end process from accounting to reporting to communication to key stakeholders flow smoothly.
- Finance Team is supported at critical ERP project peak period to deliver a smooth finance ERP implementation and successful process change.
- Finance Leaders and Finance team are supported and guided through all the relevant financial processes to meet their objectives and deliverables.
- Key decision making will be backed by sound, timely and accurate financial analysis and support.
- Management will have excellent timely visibility of the functional unit's financial performance and key indicators with enhanced access and self-service capability.
- Excellent understanding of finance systems, processes & end-to-end transactional data flow.
- Strong relationships with finance team, project team, senior management and external stakeholders.

## Key Capabilities

### Essential criteria

- Qualified CIMA/CA/CPA.
- 10 years' experience in Financial Accounting, Financial data analysis and Stakeholder management experience.
- Strong system skills involving multiple systems, including ERP & Microsoft products.
- ERP implementation experience.
- Proven ability to successfully build and manage relationships.
- Experience in building reports in Power BI.
- Collaborative, cross-functional and flexible work style.
- Excellent time management, planning and organisational skills; competent at juggling workload.
- A proactive, can-do approach with an ability to drive initiatives through to completion.
- Strong customer service focus with the ability to understand the business to create a better experience.
- Experience in not-for-profit sector is not essential but would support success.
- Experience with mergers and acquisitions is not essential but would support success.

## People who know this position say that

**People who know this position say the things that might make your day are:**

- Being dynamic in an environment that has opportunities for professional & personal development by way of exposure to projects, continuous improvement and working with others.
- Being forward-looking, collaborative and supportive.
- Being part of a rapidly growing, highly ambitious organisation with the ability to directly contribute to growing its reach and impact.

**People who know this position say some key challenges you might experience are:**

## The Benevolent Society

# Project Financial Accountant



- Managing stakeholder expectations and differing levels of understanding about Finance.
- Multi-tasking to meet deadlines of key deliverables for day-to-day business & finance functional requirements.
- Managing deadlines and agreed deliverables to support the ERP implementation project team.
- Pace and scope of change within the business and in the sector generally.

## Work and flexibility

While The Benevolent Society has great tools to connect us remotely, sometimes we will need to connect in person. This means we need to travel on occasion.

### This position may require:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Overnight travel/stays.                            | <input checked="" type="checkbox"/> Weekend work.          |
| <input checked="" type="checkbox"/> Travel between office locations/regions.           | <input checked="" type="checkbox"/> Evening work.          |
| <input type="checkbox"/> Travel to clients (varied locations).                         | <input checked="" type="checkbox"/> Special event support. |
| <input type="checkbox"/> Use of own registered, insured (comprehensive) motor vehicle. |  |
| <input checked="" type="checkbox"/> Use of TBS pool cars.                              |  |

## Key relationships

### We work collaboratively with others. This position works closely with:

#### Within The Benevolent Society:

- Finance team
- ERP project team
- Senior management team
- Cross functional teams (i.e. IT, CS)

#### Outside The Benevolent Society:

- External Auditors
- External Consultants
- Government and non-Government agencies