

# Project Management Accountant



## The purpose of this position

The **purpose** of the position is to work with the Manager, Finance Business Partners to provide high quality accounting, reporting and analytical support to Finance team, Finance leaders and other stakeholders to enable Finance Team to successfully delivery 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 Manager, Finance Business Partner.
- 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 Management Accountant.

## Key areas of responsibility

- Understand the organisation, Finance Team and the key stakeholders: Develop a deep understanding of The Benevolent Society's services, operating environment, and financial priorities by maintaining close connection with Direct manager and Finance Leaders and proactively partnering with key stakeholders in the assigned areas.
- Assist Finance Team in key BAU and Projects, such as month-end tasks, task related to Enterprise Resource Planning (ERP) system implementation, audit requirements and any ad hoc requests.
- Provide informative accounting and financial information that facilitate effective decision makings: e.g. regular or irregular reports and analysis, forecasts, budgets. It may include scenario modelling and/or suggestions of process change for better financial outcome, identify performance improvement and de-risk opportunities and develop the necessary course of actions with key stakeholders.
- Enhance visibility and communication of financial information, such as use of advanced Power BI and excel, dashboard, etc. Proactively provide improvement recommendations in this area is a key focus.
- Support internal non-finance teams and external clients: For internal ones, provide advice, learning and coaching to internal clients to enhance understanding of, and engagement with, finance strategy and operation, and how the function can support the achievement of their business priorities. For external ones, such as support internal non-finance clients and external: e.g. external funder liaison, financial benchmarking.
- Partner with business teams in assigned initiatives such as tendering budget preparation and any data and analytics that may be necessary to advance the strategic initiatives.

## Key outcomes

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

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- 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 other functional unit budget holders are supported and guided through all the relevant financial process to meet their financial targets.
- Key decision making will be backed by sound, timely and accurate financial analysis, modelling 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 visibility and understanding of key Client Data Management system affecting finance processes.
- Strong relationships with Finance Team, budget holders, senior management and external funders.

## Key Capabilities

### Essential criteria

- Qualified CIMA/CA/CPA.
- 10 years' experience in Management Accounting, financial analysis and Business Partnering experience.
- Strong system skills, including complex Client Data Management systems.
- Demonstrated financial modelling capability.
- Proven ability to successfully build and manage relationships.
- Demonstrated ability to pick up new systems and tools quickly and utilise it in day-to-day work (such as new ERP, various CRMs, new applications, etc.).
- An experienced Power BI user.
- 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:

- Forward-looking, collaborative and supportive.
- A strategic partner with budget holders and a provider of accurate financial and operational information upon which appropriate, proactive decisions can be made.
- 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:

- Fully integrate new functional business unit whilst meeting financial targets.

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- Managing stakeholder expectations and differing levels of understanding about Finance.
- Pace and scope of change within the business and in the sector generally.
- Multi-tasking to meet deadlines of important deliverables.

## 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:

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|--|--|
| <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
- Operations budget holders
- Senior management team
- Business Development Team

#### Outside The Benevolent Society:

- Government and non-Government agencies
- Benchmarking consultants