



Management Accountant

A. POSITION SUMMARY

Position Title	Management Accountant
Reporting to	Finance Manager
Reports	Nil
Status	Full time
Location	Hybrid
Salary	SCHADS Award Level 6

B. ORGANISATION OVERVIEW

Woodville Alliance is a medium-sized, community-based organisation with services and programs in disability, mental health, family and youth support, community development and early childhood education and care. Our work is underpinned by a commitment to social justice. Our head office is in Villawood, and we work across Western Sydney.

Our Vision: Social justice and fairness for all, and improved quality of life for people in Western Sydney.

Our Mission: We listen to our clients and the Western Sydney community to deliver community services that strengthen wellbeing, resilience and independence, and achieve impactful outcomes.

Our Values: Compassion. Connection. Diversity. Social Justice. Brave.

Our Culture Statement: We serve the community through respecting and valuing all people. We always put clients first, act with integrity, and keep our promises. We care about each other. We support each other. We're a team of diverse, passionate, engaged and capable people, committed to being responsive and making an impact.

C. ROLE OVERVIEW

The Management Accountant plays a critical role in supporting financial performance across the organisation by providing timely, accurate and insightful financial analysis and reporting. Working closely with the Finance Manager and operational teams, this position is responsible for developing and maintaining internal management reports, coordinating budgeting and forecasting cycles, and analysing the financial performance of key services, including NDIS. The role also supports the organisation's compliance obligations through robust reconciliations, reporting and audit preparation. The Management Accountant combines strong technical capability with the ability to translate complex financial data into meaningful insights to support informed decision-making across the organisation.

D. RELATIONSHIPS

Internal	External
<ul style="list-style-type: none">• Executive Leadership Team• Management Team	<ul style="list-style-type: none">• External auditors• Insurance brokers• Financial institutions• Federal and State government departments (regarding funding agreements)

E. JOB REQUIREMENTS

1. Management Reporting and Analysis

Key Tasks

- Prepare and review monthly management reports, including the design and delivery of financial dashboards, variance analysis, and commentary.
- Monitor and analyse revenue and expenditure performance across multiple service areas.
- Collaborate with Operations, People & Culture, and other teams to present financial data in a clear and actionable format for non-financial stakeholders.
- Integrate financial data with information from other systems to generate business insights.
- Produce reports to track performance against organisational Key Performance Indicators (KPIs).
- Complete monthly balance sheet reconciliations in line with reporting timelines.

2. Budgeting, Forecasting & Cashflow

Key Tasks

- Collaborate with the management team to develop annual budgets and operational plans aligned with organisational priorities.
- Prepare quarterly financial forecasts and support cash flow monitoring and planning processes.
- Develop and review budgets for external funding applications, including grants and tenders.
- Oversee financial reporting and acquittals for funded programs, ensuring compliance with grant and contractual obligations.

3. NDIS & Other Services Analysis

Key Tasks

- Analyse NDIS revenue and cost performance on a monthly basis, providing commentary and insights into variances and trends.
- Partner with the Disability Services management team to interpret NDIS pricing arrangements and assess service profitability.
- Develop and implement costing methodologies to enhance understanding of financial performance across business areas.

4. Process & System Improvement

Key Tasks

- Contribute to the development, upgrade, and implementation of financial systems and tools.

- Identify and implement opportunities to improve automation, efficiency, and data integrity within financial processes.
- Support organisational change initiatives by assisting with staff training and the adoption of new financial processes and systems.

5. Compliance & Financial Support

Key Tasks

- Ensure compliance with internal financial policies, delegations, and relevant regulatory frameworks.
- Support the preparation of audits and coordinate timely responses to audit queries and findings.
- Maintain accurate and timely month end processes, including balance sheet reconciliations.
- Provide general financial support to the Finance team as required to ensure smooth day-to-day operations.

6. General

- Agree to and demonstrate commitment to our Code of Conduct.
- Agree to and demonstrate commitment to our policies and procedures.
- Adhere to working conditions as described in the employment contract.

F. RECRUITMENT CRITERIA

1. Bachelor's degree in commerce, accounting, or a related discipline, or equivalent relevant work experience.
2. CPA qualification (completed or currently working towards).
3. Minimum of 5 years' experience in management accounting, financial reporting, or professional services environments.
4. Advanced proficiency in Microsoft Excel and accounting software packages (e.g. MYOB, Xero, or similar).
5. Demonstrated ability to evaluate financial and business strategies, with a continuous improvement mindset.
6. Proven accuracy in budgeting, forecasting, and processing of actuals and accruals.
7. Experience within the disability, aged care, or broader human services sectors is highly desirable.
8. An understanding of financial processes related to research funding, grant management, and acquittals is desirable.

G. OTHER REQUIREMENTS

- You may be required to perform other reasonable duties not listed in this position description to meet business and operational needs.
- Occasional travel may be required with reasonable notice to support operational requirements.
- You are expected to promote a person-centred, active support culture that values choice, inclusion, and empowerment.

- You will actively contribute to fostering a respectful, values-led, and purpose-driven workplace culture.

I acknowledge having read and understood the requirements of my position.

Employee Name	Employee Signature and Date