



Job Title:	Management Accountant	Position No:	CF06
Department:	Finance	Service Area/Section:	Corporate Services
Classification Level:	SOGC		
Reports to:	Senior Management Accountant	Direct Reports:	Nil

POSITION OVERVIEW

Under the general supervision of the Senior Management Accountant, this position provides support in preparation of annual budgets, management accounts, and periodic forecasts for the Northern Land Council (NLC). This position is expected to apply specialised knowledge to perform financial analysis, with a focus on financial performance, budgeting and monthly reporting.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Assist the Senior Management Accountant in the planning, development, implementation, monitoring and review of budgets.
- Assist in the ongoing development and enhancement of budget reports.
- Respond to adhoc queries from the business units related to actual and budgeted activities.
- Gather and analyse trends and financial performance across business units, highlighting the areas of improvement and provide specific purpose financial analysis and reports as required.
- Undertake data analysis to facilitate identification of the cost drivers for effective budget preparation.
- Provide business units with support to analyse variance against budgets and provide advice on reducing project related over and under spends.
- Reconcile the General Ledger with the salary pay-out data, resolving any variances and highlighting any anomalies.
- Regularly update and undertake calculations in order to compute the cost recovery rates and develop a mechanism for applying determined costs for grant acquittals.
- Perform any other reasonable tasks and duties within the scope of your position classification, service area and skill set and assist other team members as required.
- Assist in analysing the performance of other business units and providing support for preparing periodic reports.
- Assist staff to undertake budget preparation, reconciliation and financial reporting activities as required.
- Undertake all work in a safe manner and report any maintenance requirements, hazards, accidents, injuries or incidents in accordance with NLC policy to ensure all risks are mitigated appropriately.



POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Demonstrated high level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an organisation and to build productive working relationships with work colleagues, constituents and external stakeholders.
- Qualifications in Accounting or related discipline, preferably pursuing CA or CPA, or an extensive practical knowledge and/or experience in a similar role.
- Demonstrated experience in developing annual budgets, forecast updates and budgetary control.
- Proven experience in project management and grant application, with the ability to effectively manage project resources and monitor progress through the project management life cycle to ensure grant outcomes are met in accordance with deadlines.
- Highly developed verbal and written communication skills with the ability to communicate and negotiate with a wide range of people at all levels in a clear and concise manner.
- Demonstrated analytical skills appropriate for interpreting reports and financial information.
- High level of computer literacy including the ability to use spreadsheets and presentation tools.
- Good organisational skills and the ability to determine work priorities, including the ability to work with minimal supervision, either individually or as part of a team.
- Willingness to undergo a Criminal History check and/or Police Check if required

DESIRABLE REQUIREMENTS

- Working knowledge of grant funding recording and reporting mechanisms.
- Experience and knowledge of Sage or a similar ERP system.

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Date Approved: September 2025