

# POSITION DESCRIPTION



## Management Accountant

### Finance and Organizational Processes

#### About Jesuit Social Services

Jesuit Social Services is a social change organisation working to build a just society where all people can live to their full potential. We do and we influence. We accompany people and communities to foster and regenerate the web of relationships that sustain us all – across people, place and planet; and we work to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

#### Our Vision

Building a Just Society

#### Our Mission

Standing in solidarity with those in need, expressing a faith that promotes justice.

#### Our Values

- Welcoming – forming strong, faithful relationships
- Discerning – being reflective and strategic in all we do
- Courageous – standing up boldly to effect change

#### Our Purpose

We work to build a just society where all people can live to their full potential – by partnering with community to support those most in need and working to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

#### Position details

POSITION TITLE:	MANAGEMENT ACCOUNTANT
PROGRAM:	Finance and Organisational Processes
LOCATION:	RICHMOND
REPORTING RELATIONSHIPS:	This position reports directly to Manager Finance This position has no direct reports
EFFECTIVE DATE:	January 2026

## Position Purpose

- To provide effective financial support across the organisation with a focus on grant-based programs and community service programs.

## Program Purpose

### Central Office

Jesuit Social Services engages with people from diverse backgrounds experiencing complex problems, including those associated with mental illness, substance misuse, family breakdown, offending behaviour, homelessness, unemployment, poverty and social exclusion.

Jesuit Social Services operates a range of programs for disadvantaged young people, families and communities from various operational sites.

### Finance and Organisational Processes

Finance and Organisational Processes is responsible for financial administration, operations, risk and compliance and ICT of Jesuit Social Services and is located at Central Office.

## Duties of the position

- Process month-end accounting activities including income recognition and monitoring employee position EFT reports
- Undertake individual program, annual and reforecasting budget processes
- Update and monitor cash flows, debtor invoicing and reporting
- Generate monthly, quarterly annual reports and acquittals based on KPIs for allocated program areas
- Review monthly financials with Executive Director Finance and Manager, Finance and relevant program managers.
- Assist with balance sheet reconciliations for accrued and prepaid revenue, fixed assets and other prepayments and accruals.
- Assist in maintaining chart of accounts, program cost centres and compliance with relevant legislation
- Other financial projects work as required.

## Key Selection Criteria

1. Current CPA/CA or equivalent membership
2. Experience in accounting, budgeting, reporting and acquittals within a not-for-profit organization will be highly desirable
3. Demonstrated thorough understanding of modern financial and management accounting practices
4. Experience with Business Central accounting package, Solver reporting software, and strong spreadsheet skills
5. Attention to detail and strong analytical skills

## Key Performance Indicators

- Effective and timely management of monthly accounts, acquittals and reporting
- Effective and timely management of receivables and income recognition functions
- Timely production of all reconciliations and reports
- Provision of accurate and timely advice and support to programs
- Effective management and development of accounts staff
- Participation in and contribution to the operations of the Finance team and more broadly to Business Support Services group

## Key responsibilities of Jesuit Social Services Employees

### Service delivery/ Practice Framework

- Engage and build positive and constructive relationships with internal and external stakeholders
- Deliver services consistent with shared services guidelines, relevant legislation and funding agreements
- Communicate clearly with others
- Manage competing priorities in a high-volume work environment
- Fulfil the reporting and administrative requirements associated with the position
- Other duties as required.

### Team work and supervision

- Work effectively as part of a team, contributing to group outputs
- Actively participate in regular supervision with the line manager, staff meetings and professional development opportunities.

### Continuous Improvement and Professional Standards

- Demonstrate a commitment to own learning and development
- Commitment to risk management and continuous quality improvement processes
- Compliance with relevant legislation, Code of Conduct, policies and procedures of Jesuit Social Services

### Diversity, inclusion and culture

- Demonstrate respect and acceptance of diversity at all times and provide culturally appropriate support to all including Aboriginal and Torres Strait Islander peoples and those who identify as LGBTQIA+
- Interact with staff, participants and other stakeholders in a manner that is inclusive, respectful and non-discriminatory

## Mandatory Position Requirements

- Current National and International (where required) Police Check
- Current Employee Working with Children Check

- Proof of eligibility to work in Australia

## **Safeguarding Children and Young People**

Jesuit Social Services takes child protection seriously, we undertake a range of checks and processes to ensure safeguarding of children, and you are required to meet the behavior standard outlined in our Code of Conduct.

## **Conditions of Employment**

Conditions of employment are in accordance with the current Jesuit Social Services Collective Agreement and Jesuit Social Services Policy & Procedures, including the Code of Conduct.

## **Employee Acknowledgement**

I, \_\_\_\_\_ (please print name) acknowledge that I have read and understood the contents of this position description.

**Employee Signature:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Position Description Approved by:**

**ED Finance and Organisational  
Processes**

**Position Description Review Date:**

**2 years from effective date**