

Senior Management Accountant Position Description

POSTION TITLE	Senior Management Accountant
DEPARTMENT / INDUSTRY	Finance
AWARD / AGREEMENT	Award-Free
CLASSIFICATION / GRADE	Manager Grade 2A to 2C

About YMCA South Australia

“We work together from a base of Christian values to provide opportunities for all people to grow in body mind and spirit” (our mission).

YMCA South Australia is a not-for-profit community organisation that has served the South Australian community for 175 years. With approximately 1,200 employees (and growing), we deliver programs and services across the state in settings including community recreation centres, swimming pools, health and fitness facilities, community centres, camps, early education and schools and youth services.

Our aim is to develop the whole person, helping all South Australians connect with a better life. Not only their physical fitness and capabilities, but also their sense of identity, purpose, hope and dignity; psychological health; resilience; social connectedness; lifelong learning; and their own contribution back into the community. All the elements that together constitute a full, healthy, productive, and satisfying life.

Our vision is to see **“lives enriched through wellbeing”** in this wider, and more integrated, sense across all of the South Australian communities in which we work.

The Y Factor

YMCA South Australia’s culture is characterised by what we call “the Y Factor” – **“genuine care for the whole person, for every person.”** This ethos runs deep at the Y, being evident in our rich history of positive change around the world. This kind of authentic concern for others opens the opportunity for deeper and more profound impact – both on the community’s wellbeing and our own as staff and volunteers. The YMCA is an environment in which everyone is to be recognised and appreciated as the unique and inherently valuable person they are. A place in which every person can “grow in body, mind and spirit”.

For further information regarding YMCA South Australia, please visit www.sa.ymca.org.au.

Position Summary and Requirements

“As a member of staff at YMCA South Australia, this position requires you to work as part of a team committed to goals and mission that actively fosters community participation and involvement.”

The Senior Management Accountant plays a critical role in supporting the Head of Finance to ensure the effective financial management and reporting of YMCA South Australia. This position is responsible for leading the month-end and year-end reporting processes, maintaining robust financial controls, and overseeing the offshore finance team who manage day-to-day transactional activities including Accounts Payable, Accounts Receivable, and Payroll processing.

As a trusted partner to the Head of Finance, the Senior Management Accountant provides strategic support in managing overall financial operations, ensures compliance with statutory obligations, and drives continuous improvement in financial systems and processes. This role requires a qualified accountant with strong leadership capabilities, technical expertise, and the ability to foster collaboration across onshore and offshore finance functions.

The successful candidate will be a proactive problem-solver who can work both independently and collaboratively, ensuring the timely and accurate delivery of financial information to support decision-making across the organisation. This position also provides coverage and continuity of critical finance functions in the Head of Finance's absence.

Areas of accountability	Key duties
Financial Reporting and Analysis	<ul style="list-style-type: none"> • Manage the month-end and year-end reporting processes, ensuring timely and accurate completion for review and sign off by Head of Finance. • Prepare, review, and analyse monthly management reports including Profit & Loss, Balance Sheet, and Cash Flow statements, ensuring they are reviewed and approved by Head of Finance. • Prepare detailed variance analysis comparing actual results against budget and forecast, providing commentary and insights to support management decision-making. • Perform and review reconciliations such as accruals, prepayments, deferrals, recharges, and journal entries to ensure accuracy and completeness. • Maintain the fixed asset register and process monthly depreciation charges. Perform monthly reconciliations. • Prepare financial reports and management information for presentation to the Senior Leadership Team as required. • Provide ad hoc support to the Head of Finance with budgeting, forecasting, and financial analysis activities as required.
Financial Controls and Compliance	<ul style="list-style-type: none"> • Ensure compliance with statutory obligations including GST, PAYG, and Superannuation. • Maintain compliance with Australian Accounting Standards and not-for-profit sector requirements.

	<ul style="list-style-type: none"> • Monitor and manage weekly cash flow, preparing cash flow forecasts and identifying potential shortfalls or surpluses. • Support the preparation and coordination of internal and external audit requirements, acting as the primary liaison for auditor. • Implement best practices in accounting governance, internal controls, and risk management. • Maintain and monitor segregation of duties and delegated financial authorities across the finance function. • Ensure data security, confidentiality, and system access controls are maintained in accordance with organisational policies.
Grants and Funding Management	<ul style="list-style-type: none"> • Support the Head of Finance in managing grant and funding compliance requirements. • Prepare financial acquittals and reporting for government grants, philanthropic funding, and other funding bodies in accordance with funding agreements. • Monitor grant expenditure against approved budgets and timelines, identifying variances and reporting risks to the Head of Finance. • Maintain accurate records of all funding income and expenditure for audit and compliance purposes. • Liaise with program managers to ensure grant expenditure is appropriately coded and tracked.
Accounts Payable, Accounts Receivable, Credit Cards and Team Leadership	<ul style="list-style-type: none"> • Oversee and manage the offshore finance team responsible for day-to-day accounts payable, accounts receivable, and payroll processing functions. • Be the primary person to initiate all payments, ensuring timely and accurate processing. • Monitor accounts receivable, ensuring timely collection and accurate recording of customer payments. • Organise and manage company credit cards for staff, including monitoring compliance with credit card policies and procedures. • Ensure timely and accurate completion of all transactional finance activities. • Provide mentoring, coaching, and training to the offshore team to enhance capability, accuracy, and efficiency. • Foster a collaborative and high-performance team culture across onshore and offshore finance functions. • Provide direction, leadership, and performance management to the offshore team to ensure alignment with organisational goals and standards • Provide ongoing mentoring, coaching, and training to the offshore team to enhance capability, accuracy, efficiency, and professional development. • Identify skill gaps and training needs within the offshore team and implement appropriate development plans.
Process Improvement and Systems Efficiency	<ul style="list-style-type: none"> • Drive continuous improvement, automation, and efficiency across financial systems, workflows, and reporting processes. • Identify opportunities to streamline accounting processes and enhance the use of financial systems. • Support the implementation and optimisation of accounting software and financial management systems.

	<ul style="list-style-type: none"> • Maintain awareness of emerging technologies and best practices in financial management and recommend improvements to the Head of Finance.
Support to Head of Finance	<ul style="list-style-type: none"> • Provide assistance to the Head of Finance in managing overall financial operations and strategic initiatives. • Ensure continuity of reporting, compliance and decision-making processes in the Head of Finance's absence. • Act as a trusted advisor on technical accounting matters and financial management issues. • Represent the finance function in meetings and working groups as required.
Professional Development and Continuous Learning	<ul style="list-style-type: none"> • Maintain CPA or CA membership and meet all continuing professional development (CPD) requirements. • Stay current with changes to accounting standards, taxation legislation, and not-for-profit sector compliance requirements. • Participate in professional development opportunities to enhance technical and leadership capabilities.
Other	<ul style="list-style-type: none"> • Carry out additional duties and participate in projects as directed by Head of Finance, commensurate with the classification level and skill set of the position.

Key Relationships

Reporting to:	Head of Finance
Direct Reports:	Offshore Finance Team (Accounts Payable, Accounts Receivable, and Payroll functions)
Key Internal Relationships:	<ul style="list-style-type: none"> • Finance team members • Chief Operations Officer • Site managers • Senior Leadership Team
Key External Relationships:	<ul style="list-style-type: none"> • External auditors • Financial institutions • Suppliers • Regulatory authorities (ATO, OSR) • EMAPTA

Selection Criteria

Qualifications and Licences – Essential

- National Criminal History Records Check (NCHRC) (must be within 6 months of issue date).
- International police check (for applicants who have worked overseas in the last 5 years).
- DHS South Australian Employment Working with Children Check (WWCC).
- Tertiary qualification in accounting, finance, or commerce (Bachelor's degree or higher)
- Certified Practising Accountant (CPA) or Chartered Accountant (CA) designation

Knowledge and Experience – Essential

- Minimum 5 years' experience in management accounting or financial accounting roles
- Proven experience in month-end and year-end financial reporting processes
- Strong working knowledge of Australian Accounting Standards and statutory compliance requirements (GST, PAYG, FBT, Superannuation)
- Advanced proficiency in accounting software systems (e.g., SAP or similar ERP systems)
- Demonstrated experience managing and leading finance teams, including offshore teams
- Excellent knowledge of financial controls, reconciliations, and audit processes
- Strong analytical skills with the ability to interpret financial data and provide meaningful insights
- High level of proficiency in Microsoft Excel and financial reporting tools
- Experience in cash flow management and forecasting
- Proven ability to manage multiple priorities and meet deadlines in a fast-paced environment
- Strong written and verbal communication skills with the ability to present financial information clearly to diverse audiences

Knowledge and Experience – Desirable

- Experience in the not-for-profit or community services sector
- Knowledge of grant and funding acquittal requirements
- Experience with ACNC reporting and DGR (Deductible Gift Recipient) status requirements
- Experience with process improvement and financial systems implementation
- Understanding of payroll processes and superannuation compliance
- Experience working with offshore finance teams or shared service centres
- Knowledge of Power BI, Tableau, or other business intelligence and reporting tools
- Experience with salary packaging and FBT compliance in the not-for-profit sector

Personal Attributes

- Demonstrates a commitment to the YMCA's mission and can role-model the "Y Factor" to others.
- Creates a fun and exciting work atmosphere that is hardworking, and goal orientated.
- Demonstrated ability to work effectively both independently and as part of a team.
- Creates a welcoming atmosphere by engaging all people in a friendly and approachable manner.
- Works as part of a team and shows professionalism.
- Punctual in both attendance on shift and attendance at staff meetings.
- Promptly responds to customers' needs or concerns.
- Recognises and acts on the need for support and will accept and delegate responsibility when required.

- Models, demonstrates, and teaches positive values like caring, honesty, respect, and responsibility.
- Maintains high standards of presentation and personal grooming.
- High level of integrity and ability to maintain confidentiality.
- Strong attention to detail and commitment to accuracy.
- Proactive and solutions-focused approach to problem-solving.
- Adaptable and resilient in the face of changing priorities.
- Commitment to continuous improvement and professional development.

Safeguarding Children and Young People

For young people to be inspired, they must Feel Safe and Be Safe. As part of our Safeguarding Strategy at the Y, we have developed our Safeguarding Framework which aspires to ensure that all Children and Young People are safe and feel safe at the Y, in their families and in their communities.

Our Safeguarding Framework aims to develop:

- A safe culture nationally which empowers Children and Young People by promoting Children and Young Person focused leadership and governance.
- Safe operations to ensure Y People have the right policies, processes and practices to keep Children and Young People safe; and
- Safe environments at the Y and in communities which empower Children and Young People to thrive.

All Y People are integral to ensuring the implementation of our Safeguarding Framework across the Y. Y People in Direct Contact Roles will do this by:

- Upholding the rights of and always acting in the best interest of Children and Young People.
- Fulfilling your responsibilities under safeguarding legislation within your State, including declaring anything you become aware of through the course of your engagement with the Y which a reasonable person would consider could impede your suitability to have contact with Children and Young People.
- Supporting your colleagues, supervisors and/or direct reports to understand their responsibilities under safeguarding legislation.
- Participate in all required Safeguarding Children and Young People training for your role.
- Report any suspicions, concerns, allegations or disclosures of alleged child abuse or neglect in line with policies and procedures.
- Actively participate and contribute to continuous improvement of Safeguarding policies, procedures and practices.
- Maintaining appropriate vetting checks including, but not limited to, Working with Children Checks (or equivalent), National Police Check and International Police Check (as required).
- Support the facilitation of safe operations to ensure Y people have the right policies, processes, and practices to keep children and young people safe.
- Actively participate and contribute to continuous improvement of Safeguarding policies, procedures, and practices.

- Speaking up about any safeguarding risks and/or concerns to ensure that you are supporting the continuous improvement of our spaces and safeguarding practice.
- Complete appropriately detailed risk assessments to address any vulnerabilities to children and young people as required.
- Empower all children and Young People to have a voice particularly in matters that affect them.
- Actively educate, promote and advocate the protection and safety to all children and young people, families and their communities.

Work Health and Safety

You will be required to:

- Familiarise yourself with all policies, procedures, and work practices of YMCA South Australia.
- Maintain currency of knowledge in relation to work health and safety.
- Maintain a working knowledge and understanding of your centre's Emergency Action Plan.
- Take responsibility for your own health and safety and the safety of the work environment.
- Ensure that your actions and omissions do not adversely affect the health and safety of other persons.
- Comply with all reasonable instructions in relation to work health and safety, including YMCA South Australia's policies and procedures as amended from time to time.
- Assist YMCA South Australia to provide an inclusive workplace by adhering to YMCA South Australia's Access and Inclusion Policy and applicable equal opportunity laws as amended from time to time.
- Inform your manager of any issues or concerns that may affect your ability to perform your role safely.
- Promote a positive safety culture by contributing to the health and safety consultation, communication, and action.
- Respond to plant and building emergencies and act as chief warden in an emergency evacuating the Centre if required.

Approval of Position Description

Date created or revised:	January 2025
Approved by:	Karen Polkinghorne, Head of Finance

Acknowledgement of Incumbent

I acknowledge that I have read and understood the requirements of this position.

Version Date:
Position Description:

Name:	
Signature:	
Date:	