

POSITION DESCRIPTION

POSITION DETAILS

Position Title: Management Accountant

Reports To: Chief Operating Officer

Position Type: Part Time – 4 days per week (Full Time considered)

Date issued: April 2021

MAIN PURPOSE OF POSITION

The Management Accountant is responsible for ensuring that program finances are efficiently managed and that donor funds are used properly and in accordance with ActionAid policies and procedures.

The position is also responsible for playing a key role in the Operations and Compliance team, supporting the delivery of the monthly management accounts, the annual budgets and strengthening financial systems and reporting, ensuring compliance with ActionAid’s financial management systems and procedures and the requirements of donors.

KEY ROLES AND RESPONSIBILITIES

Key Responsibilities	Tasks/Duties
<p>Project accounting and project funds management</p>	<ul style="list-style-type: none"> • Proactively work with the programs team, meeting regularly with Program Coordinators/Managers, in order to ensure that the following items are delivered on time: <ul style="list-style-type: none"> ○ Project budgets; reviewing them to ensure accuracy and compliance with internal and donor guidelines, and finalising them into the ActionAid and donor formats. ○ Project financial reports submitted by country offices, ensuring they are submitted on time and in accordance with ActionAid and donor requirements, reviewing them to ensure accuracy and compliance with internal and donor guidelines, and finalising them into the ActionAid and donor formats. ○ Monitor grant and other restricted income and expenditure including interest earned and exchange rate variances, and reconcile unspent grants for individual projects. ○ Systematically and proactively provide the Program Coordinators/Managers and Head of Global Engagement with analysis on spend against budget, interest, exchange differences and funds remaining for individual projects. • Perform journals and reconciliations as part of the financial management process as follows (looking for ways to improve, streamline and make more efficient wherever possible): <ul style="list-style-type: none"> ○ On a monthly basis post grant income in line with expenditure so that grant income and expenditure are matched in the month. ○ Post interest across restricted projects on a quarterly basis. ○ Post salary and admin recharges to individual restricted projects as per donor budgets.

	<ul style="list-style-type: none"> ○ Perform monthly reconciliations of unacquitted funds and ensure that acquittals are chased and uploaded into the system as required. ○ Prepare adjusting entries in the general ledger for any adjustments such as interest, exchange variations etc. • Be responsible for the reconciliation of restricted balances for grants and non-grants to ensure that only current projects have a balance remaining, which accurately reflects all income received less expenditure incurred. For old projects with a balance remaining a plan for investigating each one and dealing with it should be put in place. • Provide support to the Finance team in Vanuatu <ul style="list-style-type: none"> ○ work closely with the finance personnel to prepare and maintain proper books of accounts, monthly reconciliations, monthly cash requests and acquittal reports. ○ provide any trainings as necessary for capacity development ○ Prepare fund transfer memos and withdrawal request for bank in Vanuatu to process fund movement
Risk Management and DFAT Accreditation	<ul style="list-style-type: none"> • Develop an overview for all partners and projects to assess the control environment in place, what risk management activities have been taken and where the gaps are. Proactively work with the Programmes Team to put steps in place to address these gaps which may include: <ul style="list-style-type: none"> ○ Financial monitoring trips to partners and programmes overseas ○ Detailed desk reviews of partner’s financial systems and procedures ○ Remote coaching and support to country programme finance teams to strengthen internal controls and financial management ○ Carry out trainings on Finance, Procurement, Fraud and Corruption, Counter-terrorism and Safeguarding policies ○ Carry out investigation for any suspected fraudulent activity and report to Senior Management on findings • Lead the preparation for DFAT accreditation and DFAT audits to ensure that all documentation is as per donor requirements, and that policies are updated and developed where needed. Be the main liaison with the DFAT auditors, proactively working to ensure a smooth audit with a successful outcome.
Management accounting and budgeting	<ul style="list-style-type: none"> • Assist the COO with the organisational budgeting process, supporting the development of the programme team budget in particular. • Assist the COO with the closure of month end and the preparation of the monthly management accounts. • Assist the COO with the preparation of the annual year end accounts and be responsible for preparing schedules and liaising with auditors on questions as they arise. • Make recommendations for improving accounting and reporting processes and templates across the organisation. • Play a key role in the implementation of a new finance system for the organisation.
Relationship building and representation	<ul style="list-style-type: none"> • Be a core member of the Operations and Compliance team • Work cross functionally with the programme teams within ActionAid Australia, providing support to the program team with regard to the financial issues of the ActionAid international programs, attending programme meetings and meeting regularly with programmes staff • Liaise with relevant donor agencies, other NGOs and donors.

	<ul style="list-style-type: none"> • Liaise closely with the finance teams in ActionAid country offices, providing support and guidance where required. • Represent ActionAid on relevant and appropriate working groups and forums as required. • Make presentations to staff members and the Board as required
General	<ul style="list-style-type: none"> • Support other members of the Operations and Compliance team, in particular during leaves of absence, such as assisting in making occasional payments, posting journals, helping the Office Manager, Financial Accountant and Chief Operating Officer as required to ensure that the team functions to its highest potential. • Adhere to AAA's Team Charter and Code of Conduct

SKILLS & COMPETENCIES REQUIRED

Essential

- A commitment to ActionAid's vision, mission and values.
- The successful candidate will have an accounting or equivalent tertiary qualification. Preferably CA or CPA qualified.
- Three or more years' experience in an audit, management accountant or programme accountant role.
- Strong networking skills and the ability to build relationships with finance teams in ActionAid country programs as well as the finance and programme team in ActionAid Australia.
- Excellent Microsoft Excel skills.
- Experience using **Sun Systems**
- Analytical and inquisitive mindset.
- Proactive self-starter who is experienced in streamlining and systematising.
- A commitment to ActionAid's vision, mission and values, including women's rights.
- Demonstrated initiative, resourcefulness, flexibility and cross-cultural understanding.

Desirable

- Experience of working in multiple currencies
- Experience of working in the not for profit sector
- Experience and understanding of institutional donor requirements
- Experience using PowerBI