

Management Accountant

Objectives and Key Responsibilities
Last Updated: 29 August 2023 – GFC



POSITION Title: Management Accountant

REPORTS TO: Group Financial Controller

Position Based at: Kemps Creek

OBJECTIVE:

Management Accountant will work as part of a small team and assist in the preparation of month end reporting, financial analysis, budgets, forecasts, and analysis of operational metrics, for the assigned companies in the group, in accordance with the group accounting principles. The successful candidate would assist Group Financial Controller in month end and year end accounts closing, financial reporting and in process improvements.

RESPONSIBILITIES:

- Management reporting and analysis, including month end reporting and P&L commentary to meet corporate deadlines.
- Recording month end journals, GL reconciliations & other reconciliations.
- Managing and maintain the fixed asset registers.
- Assisting GFC in budgeting and forecasting including analysing and reporting variance against budget and forecasts and assisting to prepare forecasts and annual budget.
- Assisting further development, analysis, maintenance, and distribution of monthly performance reports, reporting dashboards and productivity reports
- Identifying performance improvement strategies and investigate process improvements to add value across the whole organisation.
- Assisting and supporting the General manager & GFC in financial matters.
- Other ad-hoc duties assigned by GFC.

SKILLS:

- Advanced skills in Microsoft Excel & MS Office
- Tertiary qualification in Accounting & Finance
- 2-to-3-year prior experience in management accounting and reporting
- Excellent written and verbal communication skills
- Team player and ability to establish strong relationships.
- Experience in handling multiple stake holders
- Organised and structured in daily duties.

CORE COMPETENCIES

- Attention to detail, commits to getting the right information!
- Excellent interpersonal skills to work closely with small, experienced team.
- Collaborative approach to problem solving.
- Always looking for a better and more practical way of doing things
- Analytical or fact-based approach to defining problems and opportunities.

