



# POSITION DESCRIPTION

## Senior Financial Analyst & Accountant

<b>Position:</b>	Senior Financial Analyst & Accountant
<b>Department:</b>	Finance
<b>Time Fraction:</b>	Full time (part-time considered)
<b>Reports To:</b>	Chief Financial Officer
<b>Position Tenure:</b>	Permanent
<b>Date of Review:</b>	January 2024

### Role Summary

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The key focus of this role is to provide operational capability and technical nous for services shared across the organisation. A sharp focus on financial modelling, analysis and one source of truth through systems.

Reporting directly to the CFO this role will be responsible for:

- Partnering with managers and senior managers to drive performance and enhance operational efficiencies across the organisation.
- Preparing financial budgets and reports: month-end, year-end annual and financial reports.
- Performing analytics and tracking key organisational operational and financial KPI's.
- Overseeing day-to-day financial activities including general ledger, accounts payable, accounts receivable, and payroll.
- Assisting with financial risk management including regulatory compliance, annual financial audit, cash management, and banking relationships.
- Leading projects in relation to procurement, facilities, finance and business systems.

### Key Responsibility Areas (KRAs)

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#### Finance & Analytics (50%)

- Prepare detailed modelling for projects.
- Actively manage the allocation of income and expenses to cost centres and general ledger accounts.
- Provide financial costing for submissions and tenders and preparation of acquittals.
- Lead the preparation of the annual budget and reforecasts by partnering with the business
- Perform in-depth financial analysis of actual to budget variances and continually address any financial issues.
- Prepare clear, accurate, and timely finance reports for the CFO, Senior Management Team and Finance, Audit, and Risk Committee, and other stakeholders as required.

- Manage all accounting and financial requirements, including commitment to continuous improvement of all processes.
- Provide analytics on key KPI's.
- Oversee the functions performed in payroll, accounts receivable, and accounts payable performed by an outsourced provider.
- Oversee and perform month/year end processes including journals and reporting ensuring a timely and accurate process.
- Lead the annual financial audit and work with the auditors to oversee the preparation of the year-end financial statements in accordance with accounting standards and statutory requirements.
- Proactively provide Ad-hoc reporting and analysis.

#### **Project Management (30%)**

- Prepare detailed modelling for projects.
- Review and analyse projects / events and provide advice to project / event managers.
- Lead operational projects and create project plans.
- Create business cases for submission to Senior Management Team.
- Stage-gate reporting.
- Delivery and benefit tracking analysis.

#### **Banking (5%)**

- Manage all banking functions including maintaining bank accounts and balances to ensure optimal operations.
- Manage banking relationships and maintain authorities to bank accounts.

#### **Procurement (10%)**

- Manage operational spending in a fit for purpose manner ensuring spend is in accordance with the delegations of authority.
- Procure items as per the procurement policy.
- Review tenders as necessary.
- Prepare detailed procurement reports.

#### **Facilities (5%)**

- Manage the Kids Under Cover office space financials to ensure alignment with our strategic priorities and commitments.
- Maintain relationships with key external stakeholders such as the landlord and council.
- Manage service providers to ensure proper and efficient operations.

## Key Selection Criteria

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- 5+ years' experience in a similar role.
- CFA/CPA/CA Qualified.
- Bachelor of Accounting, Finance (or similar), coupled with IT/Business Systems.
- Project Management qualifications (desirable)
- Xero experience (desirable).
- Demonstrated experience working with auditors.
- Experience managing projects from outset to completion.
- Proven ability to work with diverse stakeholders
- Proven ability to implement service-level agreements with suppliers.
- Proven experience creating and maintaining operational policies and procedures.
- Track record of implementing operational changes with minimal disruption.
- Ability to work with ambiguity.
- Ability to work independently and effectively use resources.
- High attention to detail is imperative.

## Skills & Knowledge

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**Negotiates Persuasively** – Gain consensus and commitment from others and resolve issues and conflicts.

**Communicates with Influence** – Communicate clearly, actively listen to others and respond with respect.

**Relationship Management** – Collaborates, cultivates, and facilitates productive internal and external working relationships to influence outcomes for the benefit of Kids Under Cover.

**Project Management** – Strong project management skills, to deliver with quality, on budget and on time.

**Strategic Thinking** – Identifies relationships between issues quickly, synthesises complex information and discerns the key implications for the organisation in the context of organisational priorities.

**Critical Thinking** – Makes decisions and solves problems through research, reflection, analysis, and rigorous evaluation.

**Accountability** – Achieve results through efficient use of resources and a commitment to quality outcomes.

**Service Orientation** – Delivery and quality of service, both internal and external.

**Plan and Prioritise** – Plan to achieve priority outcomes and respond flexibly to changing circumstances.

**Leadership** – Ability to motivate a team and deliver results through leadership.

**Evaluate and Improve** – Evaluates processes or programs to drive continuous improvement.

**Vendor Management** – Ability to engage in/manage diverse relationships with varied and multiple external agencies/suppliers.

**Advanced Financial Management** – Understand and apply financial processes to achieve value for money and minimise financial risk.

### Behavioural Competencies

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- Work together
- Respect others
- Don't judge
- Be understanding
- Find a way
- Be positive
- Be ethical
- Lead by example
- Show dedication
- Advocate for the cause

### Child Safety Standards - Commitment

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We are committed to the safety, participation and empowerment of all children. As part of your role, you may be working with children and people who are vulnerable. It is your obligation to always ensure their safety and report any concerns you may have, in line with our Child Safe Policy and Child Safe Code of Conduct.

You will be required to provide a Working with Children check prior to commencement and maintain this check for the duration of your employment with Kids Under Cover.

### Authorisation

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I have read, understood, and accepted this position description as the basis of this role.

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Employee Signature

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Manager Signature

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Employee Name

.....  
Manager Name

.....  
Date

.....  
Date

*Kids Under Cover reserves the right to review and amend this document at its discretion.*