

Management Accountant

Description:

The Management Accountant is a key role within our Finance Team.

The Management Accountant analyses key financial information to provide feedback that will aid leadership planning and commercial decision making to ensure the future growth and profitability of TEDxMelbourne. Strong administrative, organisational and communication skills are required as well as an ability to work flexibly in a demanding and fast paced environment.

TEDxMelbourne is run by a team of committed volunteers, each offering their time, professional expertise and enthusiasm to produce inspiring TEDxMelbourne events. Within this context the aim of the Volunteer Program is to ensure that TEDxMelbourne has a robust and viable workforce to deliver its programs.

Reports to:

Head of Finance

Reported to by:

N/A

Works with:

Heads of each department, individual volunteers across leadership, core and on the day teams.

Key responsibilities:

TEDxMelbourne's Management Accountant establishes financial policies and maintains management information systems, combining the need for a candidate with accounting and business management skills. Other duties as part of the Management Accountant's contribution to TEDxMelbourne include:

- Creating financial statements for internal and external organisational requirements
- Supporting the annual and event budgeting workflows
- Supporting the preparation and submission of information to regulatory authorities such as the ATO, ACNC and ASIC
- Providing financial analysis and event forecasting
- Enhancing the organisations financial governance processes

The Management Accountants role will continue to evolve as systems, processes and procedures are embedded in the organisation.

Your skills

The role will be supported and mentored by a senior Chartered Accountant, a keen knowledge of accounting would be beneficial, as well as the following soft skills:

- Strong attention to detail
- Organisation skills
- Problem-solving skills
- Critical and analytical thinking
- Communication skills

As this role oversees critical data for TEDxMelbourne, a candidate's mathematical abilities and business knowledge will be integral due to the breadth of financial information they will oversee.

Tools:

Slack

Trello

Google Drive

Xero

Key dates:

Quarterly and Annual Financial Reporting

Meetings 1st Monday of each month, Team meetings as appropriate.