

SENIOR MANAGEMENT ACCOUNTANT POSITION DESCRIPTION



Date: 12 February 2025

Position Title: Senior Management Accountant

Conditions of Employment:

Tenants Queensland Ltd Agreement 2023-2026

Classification:

Level 6.1

Status:

Part Time, Permanent

Working Hours:

30.4 hours per week (4 days)

Location:

Tenants Qld office, Wickham Terrace Spring Hill, Brisbane and other sites as needed

Reports to:

Business Manager

Accountability:

All staff are accountable to the Chief Executive Officer and ultimately to the governance board.

Key relationships:

This position requires a strong 'being of service' to ethic in support of TQ's internal stakeholders in providing finance, budget and reporting services, and leading payroll and contract compliance functions.

About Tenants Queensland:

TQ was established in 1986 and seeks to represent the interests of all Queenslanders who rent their home including those living in marginal tenures such as caravan parks and rooming accommodation. We pride ourselves in providing specialist advisory services to renters, advocating on behalf of them, and securing improvements to Queensland's residential tenancy laws.

Purpose of the Position:

This role supports TQ business operations by managing budgeting, accounting, and financial reporting activities of TQ, and overseeing specified administrative systems to support the Business Manager with governance assurance.

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Position Reviewed and Approved: February, 2025

Key Accountabilities:

- Manage all financial aspects of Tenants Queensland (TQ) services and programs, to ensure TQ's financial viability.
- Ensure TQ meets all regulatory compliance requirements and represent TQ in external audit matters.
- Provide advice and support to the TQ business planning processes.
- Manage performance and ensure compliance of contracts and subcontracts between TQ and third-party service providers.
- Oversee internal controls processes and recommend enhancements to the Business Manager.
- Uphold and complete work within the quality assurance framework that TQ is required to comply with in the delivery of its services.
- Provide business analysis support to the Business Manager on options to improve business processes to ensure TQ is a well-managed and sustainable organisation.

Specific Duties:

- Plan and lead the preparation of TQ budgets and cash flow projections.
- Monitor costs, analyse variances, and prepare monthly financial reports and partner compliance reports to stakeholders.
- Oversee TQ's payroll processing including the ELMO system.
- Review accounts payable invoices.
- Ensure that all financial reporting requirements are met and that all funding is used in accordance with funding contracts.
- Review, maintain and improve TQ's internal controls model.
- Monitor compliance with the delegations schedule and report instances of non-compliance to the Business Manager.
- Analyse investments decisions and offer recommendations to the Business Manager.
- Engage with the external auditor in relation to the annual audit and financial control related matters
- Oversee the operation of the MYOB system to ensure integrity of TQ's financial ledgers.
- Prepare specific reports and submissions to internal stakeholders including management and Finance and Risk Committee.
- Attend and present at the quarterly Finance & Risk Committee
- Develop, maintain and ensure compliance with TQ internal policies and procedures.
- Undertake administrative duties associated with the performance of the position's specific duties
- Other duties within the scope of this position and as directed from time to time.

Core Capabilities:

- A commitment to the principles of social justice.
- Well developed communication skills including presentation, collaboration and inter-personal skills.
- Time management skills to enable scheduling of workloads to meet conflicting demands.
- Ability to work independently and as a member of a team.
- High level of computer literacy across MS Office and financial accounting solutions.

Essential Requirements:

- Qualified CPA / CA with relevant experience.
- Two to five years post qualifying experience ideally in the non-profit sector.
- Knowledge of relevant financial legislation, regulations and Australian Accounting standards.
- Ability to lead and execute a corporate budgetary and financial planning cycle.

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- Extensive capability using MYOB as a general ledger system and financial reporting.

Desirable:

- Driver's license
- Experience using ELMO or other financial systems.

Acknowledgment

I have received, reviewed, and fully understand the position description. I also understand I am responsible for the satisfactory execution of the essential functions described therein.

I further understand future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this position description to the satisfaction of Tenants Queensland.

I have discussed any questions I may have had about this position description prior to signing this form and am satisfied with the responses.

Employee name (please print) _____

Employee signature _____ Date _____

Manager's name (please print) _____

Manager's signature _____ Date _____