



Position Description Management Accountant

Role Title	Management Accountant
Team	Finance
Remuneration (if applicable)	\$85,000 - \$90,000
Award and Grade (if applicable)	Non-Award
Reports to (Position)	Financial Controller
Direct Reports (Position)	Nil
Date of Approval	March 2022

Purpose of Position

Wayside Chapel is a Parish Mission of the Uniting Church of Australia with operations in Kings Cross and Bondi Beach. Wayside seeks 'to create a community of no us or them' via a range of programs seeking to build community and end loneliness. It supports two community centres, outreach services, a youth employment pathway, a range of cafes and op-shops under its Social Enterprise Group. Wayside employs over 100 staff and has an annual turnover of \$12 million.

Reporting to the Financial Controller, the Management Accountant is part of the collaborative Finance team, focused on reporting and providing invaluable support to the organisation leaders. As Wayside is redeveloping processes and systems, the Management Accountant has a key role in supporting change management across Wayside.

Vision, Mission and Values

Vision: Love over hate.

Mission: Creating community with no 'us and them'.

Values: Openness (No secrets): We have a profoundly simple mission, which is to create a community, and our message and work are undiluted with other agendas.

Teamwork (No cowboys): Our goal of creating community is also our method. We work in a collaborative way to invite people out of singular, individual life into the risky and healing place of community.

Patience (No rush): We cannot make people change. If we could, we'd be guilty of manipulation of some kind. Instead, we are on the lookout for sparks of life, signs that people long for better, and we look to engage and help people move to better days and better health.

Courage (No complacency): It takes courage to confront people who have lost hope and invite them into the world of relationships with responsibility. Wayside is not an intensive care unit but an invitation into life and community.

Respect (No Judges): People have the right to make their own decisions. People have the right to make bad decisions. People who choose singular misery or even death deserve to have their rights respected. Wayside's mission is not to fix people but to love them and be with them, knowing that if they are really met, they'll really move toward health and life.

Behaviours:

Stand Back: Recognise that we are each necessary, significant but not central. The mission evaporates when we are central. Take a step back when our emotions are high and cool off. When central, the important thing is how we feel, and the most pressing need is to express our feeling. When necessary, significant but not central, in a time of difficulty, the most important thing is to ask, "what facts do I not have" and "who can I talk to for reliable clarity"

Speak Well: Identify and appreciate the strengths in colleagues. Recognise that everyone's strengths are also their weaknesses, if we look for weakness, we'll find it and if we look for strength, we'll find it. An atmosphere where colleagues are habitually talked up behind their backs will create an unbeatable team.

Embrace Errors: Accept when you have made a mistake, that an opportunity to learn is present. Learning is lost when we spend energy covering our arse or blaming others. Nothing is more liberating than the security it takes to admit that your performance did not cover you or the team in glory. Helping each other embrace moments of learning will build a team that can overcome anything.

Be Kind: We do an excellent job of being kind with our visitors, let's also be kind to each other. Kindness is implicit in our vision and our mission. Kindness is not a matter of feeling anything but a matter of acting and participating. You might feel uncomfortable, but kindness will give the benefit of the doubt or begin an uncomfortable but direct discussion.

Key Accountabilities & Responsibilities Reporting:

- Develop and maintain strong relationships with leaders and other key stakeholders
- With the Financial Controller develop the overall financial and internal reporting systems and processes
- With the Financial Controller manage fortnightly and monthly reporting across a variety of metrics
- Preparing regular acquittals, funding reconciliations, financial analysis and the preparation of budgets for leaders
- Analyse financial and management reports for trends, issues or opportunities to deliver benefit to Wayside
- Assist leaders to deliver meaningful insights, identify risks/opportunities and support operational and commercial decision-making
- Assist the Financial Controller in Board and Board Committee Reporting Assist with the development and implementation of Wayside Chapel's forecasting and budgeting processes
- Proactively provide financial, management and administrative expertise as required

Accounting:

- Support the Financial Controller in month end close and meeting reporting deadlines
- Support the Payroll Officer in payroll administration and fortnightly processing for all Wayside employees
- Balance sheet reconciliations as required
- General process improvement
- Participate in year-end External and Internal audit processes
- Assist with ad-hoc finance tasks as required

Organisation:

- Provide direction and advice to all teams across Wayside on reporting including budget and forecast queries

- Maintain work-life balance by practicing appropriate self-care on an individual, team and organisation-wide basis

Workplace Health & Safety

- Actively promote health and safety, and take reasonably practicable steps to control risks, ensuring a safe workplace for visitors, staff and volunteers
- Comply with legislation and all Wayside OHS policies/procedures and instructions, reporting any hazards or safety issues and performing all tasks in a manner which guards against risk to self and others within the workplace

Culture, People and Leadership

- Proactively contribute to the creation of a positive, fun, and value-driven culture
- Celebrate wins and embrace errors

Other

- Any other duties as directed by the Financial Controller or equivalent role
- Undertake training as required and directed
- Adhere to the Policies and Procedures of Wayside
- Practice and promote appropriate self-care at an individual, team and organisation wide level.

Work Health and Safety

- Accountable for complying with legislation and all Wayside WHS policies/procedures and instructions, reporting any hazards or safety issues to your manager and performing all tasks in a manner which guards against risk to self and others within the workplace.
- Undertake risk assessment and safety plans in collaboration with People and Culture

Key Relationships

Who	Why
Internal	
<ul style="list-style-type: none"> • Head of Finance • Financial Controller and Finance Team 	<ul style="list-style-type: none"> • Support and promote best practice and practical initiatives and delivery across partnering areas of Wayside • Escalate sensitive issues, receive guidance on proposals and recommended solution(s) • Keep informed, advise and provide regular updates on service delivery and priorities • Participate in discussions and decisions and share information on collaboration with area
<ul style="list-style-type: none"> • People and Culture Team 	<ul style="list-style-type: none"> • Work with colleagues to deliver seamless service delivery relating to payroll and employee financial data and processes • Collaborate to share information, discuss issues and opportunities to contribute to achieving organisational outcomes • Foster effective working relationships
<ul style="list-style-type: none"> • Wayside Team Leader and Managers 	<ul style="list-style-type: none"> • Budgets, Timesheets, Rosters and Payroll
<ul style="list-style-type: none"> • Wayside Staff 	<ul style="list-style-type: none"> • Timesheets, Rosters and Payroll

External	
<ul style="list-style-type: none"> • Finance System Providers 	<ul style="list-style-type: none"> • Develop and maintain collaborative relationships • Liaise on issues and initiatives as required

Role dimensions

Decision making

Prioritises and manages day to day demands including matters with critical turnaround times required by Hiring Managers. Makes day to day decisions and provides guidance on appropriate courses of action that might be taken to address issues and defers to the Manager on more complex and contentious issues.

Reporting line

Reports to Financial Controller

Direct reports

Direct Reports Nil

Budget/Expenditure None

Note

This position description and associated information should not be considered as comprehensive in its description of responsibilities, criteria, or outcomes. It is indicative of the position. The incumbent will be asked to undertake duties within their competencies, skills and abilities and training that may not be mentioned in this document.

The incumbent of the role should be aware that their position within The Wayside Chapel is dynamic. Wayside Chapel expects continuing development, change and improvement of processes, practices, knowledge and skills.