



POSITION DESCRIPTION

Position Title:	Operational Accounting Manager
Department:	Labour Hire Services

ORGANISATIONAL INFORMATION

MADEC, a not for profit organisation, is a provider of Employment Services, Education and Training, Labour Hire and Harvest Labour services across multiple states. With over 40 years of history, MADEC aims to deliver service excellence in the four pillars of its business operation.

Working in accordance with the guidelines set down by the Government, our business operation is focused on gaining successful employment outcomes for our clients. This is achieved by working with our clients to ensure we understand their barriers to employment, upskilling and providing training solutions, sourcing work opportunities via labour hire, harvest or by partnering with business and industry stakeholders to secure sustainable work options for our clients.

PRIMARY PURPOSE OF ROLE

Oversee the management of the financial matters of the LH division by strengthening financial controls and processes, providing management reporting and analysis, and developing solutions to improve the financial wellbeing of the unit.

Direct Reports to this Role	Total Number of Reports
Nil	Nil

Key Relationships

Internal	Manager - Harvest and Labour Hire Services Functional Manager – Chief Financial Officer Executive Services Staff Labour Hire, Harvest and NHLIS staff
External	Host employers Labour Hire employees Funding bodies and government agencies

KEY RESPONSIBILITIES / DUTIES

Develop, implement and maintain financial controls, processes and reporting.

Ensure procedures and systems are in place and upheld to produce accurate management and financial information

Monitor the payroll process to ensure integrity of payments and compliance with all statutory requirements

Develop and foster an environment of continual improvement and support for administration, payroll and financial processing staff

Reconcile costs v recoveries, investigate differences and resolve.

Develop and prepare monthly / annual management reports.

Responsible for finance reporting, processes, pricing, costings and gross margin analysis and making recommendations

Build and maintain operation and financial models to understand the viability of assignments, support resource allocation and analyse expected returns.

Oversee the preparation of payroll tax and workcover returns and premium calculations.

Establish controls and oversee client quotations, ensuring profit margins are maintained at acceptable level.

Analyse financial information and systems to assist with the development of efficient use of resources and procedures and provide recommendations on solutions to business and financial problems.

Corporate responsibilities

Contribute to the achievement of the goals as outlined in the Strategic Plan and the overall objectives of the organisation.

Participate fully in staff appraisal and professional development review processes.

Comply with all Work, Health, Safety and Environmental system requirements which provide a safe and healthy work environment, free from sexual harassment and discrimination.

Adhere to MADEC's policies and procedure and "Code of Conduct" for employees.

Participate in the Continuous Improvement of the Integrated Management System by assisting with identifying, correcting, monitoring and evaluating activities to improve internal and external customer service.

Participate in managing and complying with injury management practices with the aim of early return to work in all cases.

Qualifications and Experience:

	Essential	Desirable
Qualifications	Accounting Degree	CPA / CA accreditation
Experience:	2+ years' experience in an accounting role	
Skills:	<p>Intermediate to advanced Excel skills (ability to use VLOOKUPS and other reference formulas, SUMIF, IFS and pivot tables, is essential)</p> <p>Well-developed knowledge of accounting principles and their practical application in a business environment.</p> <p>Comprehensive understanding of accounting systems.</p> <p>Understanding budget and accounting procedures including planning, forecasting and controlling.</p> <p>Solid understanding of management accounting concepts.</p> <p>Well-developed written skills and ability to present information in logical and clear manner without compromising or denigrating its integrity.</p> <p>Sound problem solving skills with an ability to think logically and laterally.</p> <p>Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing tasks.</p> <p>Customer service focus and performance outcome orientation with all stakeholders</p>	

Competencies *All employees must:*

Adaptable	<p>Maintain focus and productivity in changing environments, responsibilities and people.</p> <p>Remain positive in the face of change, take steps to recognise need for change and understand and support changes as we strive for business excellence.</p>
Accountability	<p>Accept responsibility for own actions and decisions and demonstrates commitment to accomplish work in an ethical, efficient and cost-effective manner.</p>
Communication	<p>Communicate effectively and transparently.</p> <p>Engage and inspire other through clear oral and written communication.</p>
Customer focus	<p>Ensure our internal and external customers/clients are at the forefront of our minds in all that we do.</p> <p>Act in the best interest of our customers/clients by working with them to understand their needs and to build mutual respect that leads to mutually beneficial outcomes.</p>
Integrity	<p>Be authentic.</p> <p>Maintain personal credibility and uphold ethical standards.</p> <p>Fosters respect for all individuals and points of view.</p> <p>Interacts appropriately with all members of the workforce, clients and business and community partners without regard to individual characteristics.</p>

Team Work	<p>Work cooperatively and effectively with others to achieve department and organisational goals.</p> <p>Participate in building group identity characterised by trust, pride and commitment.</p> <p>Build strong intra and inter department relationships and partnerships to ensure business success.</p>
-----------	---

At MADEC We Value

Accountability

We do what we say we will do and are responsible for our actions.

Authenticity

We remain true to our core purpose. We are honest, trustworthy and transparent.

Courageousness

We act ethically and stand up for what is right, just and fair.

Passion

We believe in what we do and will not waver in our commitment to achieving expected outcomes.

Inclusiveness

Everyone matters, we are "all" community.

Excellence

We are committed to continuous improvement in all we do.

Position Description reviewed by:

Employee Name:	[]	Title:	[]	Date:	/ /
----------------	-----	--------	-----	-------	-----

Employee acknowledgement of Position Description:

Employee Name:	[]	Signature:	[]	Date:	/ /
----------------	-----	------------	-----	-------	-----

Please provide copy of Position Description to employee.
Employee to sign and return to Human Resources.