

**Management Accountant
Part time (3 days per week) 12 month fixed term contract**

Location: Bankstown, NSW
Job type: Part-time, 12 month fixed term contract SCHADS
Classification: Level 4
Reports to: Financial Controller

Are you a skilled financial professional looking to make a meaningful impact in the social service sector?

Justice Support Centre (JSC) is seeking a Management Accountant on a part time basis to join our dedicated team. This role plays a crucial part in ensuring the financial sustainability of our organisation, supporting strategic decision-making, and enhancing operational efficiency.

About Justice Support Centre

Justice Support Centre is a not-for-profit community legal centre, servicing South West Sydney and Sydney regions.

Our legal services include information, advice and legal representation for people in South West Sydney, whose access to justice is denied or constrained, including specialised legal services for victim-survivors of DFV.

Our DFV services include court support and advocacy, safety planning, case management and financial counselling.

Both the legal and DFV teams offer tailored training and workshops to the community members and community organisations.

We give our clients the guidance, legal advice, support services and strength they need to claim their rights, know their options and choose their next steps.

About the role

As the Management Accountant, you will be responsible for financial planning, budgeting, and reporting. Working closely with the Financial Controller and other key stakeholders, you will provide valuable financial insights, ensure compliance with regulations, and contribute to JSC's overall mission.

Key Responsibilities

- prepare and monitor budgets, forecasts, and financial reports to extract insights, deliver timely information and provide recommendations
- perform treasury analysis to optimise investments as allowed under the funding agreements
- prepare financial statements and reports for internal and external stakeholders
- ensure compliance with financial policies, accounting standards, and regulatory requirements

- work with operational teams to enhance financial accountability and efficiency
- support financial statements audit by preparing documentation, assisting in process walkthroughs and responding to queries.

Budget Management

- develop budgets and forecasts to reflect JSC's priorities, anticipated activities and funder requirements
- monitor and analyse budgetary performance and recommend corrective actions as needed.

Financial Reporting & Analysis

- prepare financial reports to the internal and external stakeholders, including the senior leadership team and management committee
- analyse financial data to identify trends, challenges, and opportunities
- provide relevant data that would assist in the compilation and production of the Centre's publications
- build and maintain relationships with financial partners, including banks and donors.

Regulatory and Compliance Management

- ensure that JSC complies with all financial regulations, standards, and best practices
- ensure compliance with ACNC/NFP statutory requirements and IAS standards
- assist in financial statements audit, working closely with external auditors, the wider Finance team and other cost centre managers.

Teamwork

- champion JSC's values of respect, accountability, transparency and teamwork. Foster a culture of excellence, continuous improvement, and collaboration
- provide support to finance, operations and the senior leadership team.

What We're Looking For

- a bachelor's degree in finance, Accounting, or a related field (CA/CPA qualification or equivalent highly desirable)
- proven experience as a Management Accountant, preferably in the non-profit sector
- strong knowledge of fund and grant accounting, financial planning and analysis, and financial reporting
- experience with Xero Accounting Software, Employment Hero, and Hero Pay HR and payroll software
- strong analytical, organisational, and communication skills
- ability to work collaboratively with diverse teams and stakeholders.

Why Join Us?

- be part of a values-driven organisation committed to social justice
- work in a collaborative and supportive environment
- access to additional employee benefits
- 5 weeks annual leave pro rata, + 1-week Gratis leave at Christmas
- make a real impact in the community through financial leadership
- if you're passionate about using your financial expertise to support an organisation

that makes a difference, we'd love to hear from you!

Justice Support Centre is an equal opportunity employer. We encourage applications from people of all backgrounds, including Aboriginal and Torres Strait Islander people, people with disabilities, and people from culturally diverse communities.

Closing Date: **Applications are open and will be reviewed progressively**

Contact Person: **Enquiries** about the roles should be emailed to Jay Luangtonplew, Financial Controller, jay.luangtonplew@jsc.org.au

The preferred applicants will be required to undergo a Working with Children Check and a National Police Records Check.

How to apply for this position

1. Visit our website <https://jsc.org.au/about-us/work-with-us/> for a copy of the position description, essential and desirable criteria and instructions on how to apply.
2. Apply online [via this link](#) with your cover letter, resume and a document detailing how your skills and experience meet the essential and desirable criteria
3. **Please address the essential criteria in full. Applications that do not address the essential criteria will not be considered.**



Management Accountant Part time (3 days per week)

Dear Applicant,

Thank you for your interest in the part time Management Accountant position at Justice Support Centre. This package encloses the information you require to apply for the position.

Our Organisation

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Both the legal and DFV teams offer tailored training and workshops to community members and community organisations.

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About the role

Reporting to the Financial Controller, the Management Accountant is responsible for financial planning, budgeting, and reporting to support the organisation's strategic decision-making. This role involves analyzing financial data, providing cost insights, and ensuring financial compliance. The position will work closely with various departments to enhance financial performance and operational efficiency.

Applicants from Aboriginal or Torres Strait Islander backgrounds are strongly encouraged to apply.

The preferred applicant will be required to undergo a Working with Children Check and a National Criminal Records Check.

Please see the **position description** and the **essential and desirable criteria** further down in this document.

HOW TO APPLY

1. Read the Position Description and Essential and Desirable Criteria below.

2. Your application should include a covering letter, a resume and an additional document addressing the Essential and Desirable criteria.

The covering letter needs to state:

- the position you are applying
- your current contact details; and

Your resume should detail:

- your employment history including dates and a brief statement of duties for previous roles; and
- your education history.

Your additional document should clearly explain:

- how your skills and experience meet each listed criteria.
- Applications that do not address **ALL the Essential Criteria** will not be considered.

You should also ensure you are able to later provide contact details for two professional referees (at least one current or previous line manager).

3. Please apply online and be sure to attach your cover letter addressing the selection criteria along with your resume.

CLOSING DATE: Applications are open and will be reviewed progressively

CONTACT PERSON: Enquiries about the role should be emailed to Jay Luangtonplew, Financial Controller
jay.luangtonplew@jsc.org.au

Position Description

Position:	Management Accountant
Reports to:	Financial Controller
Location:	Bankstown
Classification:	SCHADS Level 4, (part-time 3 days per week, 12-month fixed term contract)
Last updated:	March 2025

SUMMARY OF DUTIES

Reporting to the Financial Controller, the Management Accountant is responsible for financial planning, budgeting, and reporting to support the organisation's strategic decision-making. This role involves analyzing financial data, providing cost insights, and ensuring financial compliance. The position will work closely with various departments to enhance financial performance and operational efficiency.

KEY RESPONSIBILITIES

- prepare and monitor budgets, forecasts, and financial reports to extract insights, deliver timely information and provide recommendations
- perform treasury analysis to optimize investments as allowed under the funding agreements
- prepare financial statements and reports for internal and external stakeholders
- ensure compliance with financial policies, accounting standards, and regulatory requirements
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Financial Reporting & Analysis

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Regulatory and Compliance Management

- ensure that JSC complies with all financial regulations, standards, and best practices
- ensure compliance with ACNC/NFP statutory requirements and IAS standards
- assist in financial statements audit, working closely with external auditors, the wider Finance team and other cost centre managers.

Teamwork

- champion JSC's values of respect, accountability, transparency and teamwork. Foster a culture of excellence, continuous improvement, and collaboration
- provide support to finance, operations and the senior leadership team.

Qualifications & Experience

- a bachelor's degree in finance, Accounting, or a related field. A CA or CPA designation or equivalent is highly desirable
- proven experience as a Management Accountant, preferably in a non-profit setting
- Strong understanding of non-profit accounting, including fund and grant accounting, taxation, and financial reporting
- familiarity with relevant local, state, and federal regulations and non-profit governance
- exceptional analytical, organizational, and leadership skills
- strong interpersonal and communication skills
- knowledge of accounting systems and software, and accounting processes including debtors, creditors, and payroll
- ability to manage multiple tasks and deadlines
- high attention to detail with a commitment to accuracy and compliance.

Required skills

- experience using Xero Accounting software
- experience using Employment Hero and Hero Pay HR and payroll software
- experience working in an NFP or community sector organisation
- experience administering salary packaging in an NFP organisation.

Personal Attributes

- commitment to JSC's mission and values
- high ethical standards and integrity
- proactive, visionary, and strategic mindset
- ability to work collaboratively with diverse teams and stakeholders.

The Management Accountant will report directly to the Financial Controller (FC) and work closely with COO, and the broader senior leadership team to ensure JSC's financial sustainability and growth.