

POSITION DESCRIPTION



OVERVIEW

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| TITLE | Accountant & Finance Analyst |
| DEPARTMENT | Operations |
| LOCATION | Sydney (Head Office) |
| REPORTS TO | Finance Manager |
| WORK TYPE | Full-Time Permanent |
| HOURS/ DAYS PER WEEK <i>(part-time, casual or contractor only)</i> | |
| START DATE | ASAP |
| END DATE <i>(FT/PT fixed term contract or contractor only)</i> | |

ACCOUNTABILITY

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| Number of direct reports | 0 |
| Number of indirect reports | 0 |
| Budget responsibility in \$ <i>(State whether prime, shared or contributory responsibility)</i> | TBC |

ABOUT US

Football Australia (FA) is the national governing body for football in Australia and a member of Fédération Internationale de Football Association (FIFA), the international governing body for football. It governs all national teams, the A-Leagues (in Football Australia's capacity as the regulatory body), Australia Cup, National Premier Leagues and leads state, community, and grassroots football.

OUR CULTURE & VALUES

Football in Australia is a melting pot of approximately 2 million participants represented by over 200 different cultures, we proud to be the most diverse and globally connected sport within the Australian sporting landscape.

Football Australia's purpose is to *'bring communities together through football - connecting Australia to the world'* while having a vision to *'be a leading football nation where everyone is inspired to live and love the game'*.

To achieve this, we live by our company values which include:

- 1. Impact On & Off the Field:** Challenge the way we think and do to seek ways to grow the impact football has, influence industry thought leaders.
- 2. Inclusive & Diverse Football for all:** Football is embedded in the nation's social fabric, follows the story of Australia, be accessible for all
- 3. A United Team:** Bringing people together to unleash the power of football and to deliver the vision, we bring the team spirit to the game

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- 4. Trust:** Building trust across the whole football community, be trusted custodians of the game, act with integrity and objectivity

BACKGROUND & PURPOSE OF THE ROLE

- To assist the finance function in all aspects of accounting including the budgeting and forecasting
- To provide financial support to the Finance Manager
- To provide excellent stakeholder customer service to the business and strive for continuous improvements

ROLE RESPONSIBILITIES

- Assist with the annual budget process and quarterly forecasting
- Perform month end accounting processes and statutory balance sheet account reconciliations
- Analysis of key finance data as and when required
- Prepare monthly financial reporting including management reports
- Complete reconciliations of Registration transactions
- Maintain and manage FA's cash flow model, including ensuring that the model is kept up-to-date and is accurate
- Processing of payroll journals, posting the payroll allocation journal into the general ledger system and payroll balance sheet reconciliation
- Other duties as required

ROLE OUTCOMES/ DELIVERABLES

- Key support across all aspects of the finance function
- Ensure outsourced payroll function is operating effectively
- Ensure that strong financial systems, controls, and processes are in place

MAJOR INTERACTIONS

- Finance Team
- FA staff/ departments
- Auditors
- Outsourced payroll providers
- External travel management provider
- Suppliers

KNOWLEDGE, SKILLS, AND EXPERIENCE

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|------------------|---|
| Essential | <ul style="list-style-type: none"> • Commercially astute with an ability to think outside of the box and always striving to improve the way that things are currently done • Strong computer literacy • Is able to work autonomously and effectively plan and organise time to enable working to tight deadlines • Has a strong attention to detail • Possesses excellent written and verbal communication skills • Is results driven, works well within a team environment and is able to leverage relationships with all stakeholders |
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| | <ul style="list-style-type: none"> Is enthusiastic with a can-do attitude and a real desire to learn and advance your career |
| Desirable | <ul style="list-style-type: none"> Experience with SAP Concur, SAP By Design and Solver An interest in football |
| QUALIFICATIONS | |
| Essential | <ul style="list-style-type: none"> Finance/ accounting qualification degree CPA or CA Qualification |
| Desirable | |
| UNIQUE CRITERIA | |
| <p>The following selected items identify the requirements of the role</p> <p><input checked="" type="checkbox"/> Out of hours and weekend work</p> <p><input type="checkbox"/> Intra and/ or Interstate travel</p> <p><input type="checkbox"/> International Travel</p> <p><input type="checkbox"/> Significant periods of work away from home</p> <p><input type="checkbox"/> Significant Responsibilities – This does not contain a comprehensive listing of responsibilities, activities and duties that are required of the incumbent. These may change from time to time at the discretion and needs of the manager/organisation</p> | |
| ADDITIONAL REQUIREMENTS | |
| <p>To comply with our organisational policies and/ or national and state legislation, the following selected items are requirements of the role</p> <p><input type="checkbox"/> National Police Check</p> <p><input checked="" type="checkbox"/> International Criminal History Record for each country (other than Australia) in which you have resided for 12 months or more in the last 10 years (if applicable)</p> <p><input checked="" type="checkbox"/> Full working rights in Australia</p> <p><input checked="" type="checkbox"/> Working with children check (paid/ employee) or state- based equivalent</p> <p><input type="checkbox"/> Working with children check (volunteer) or state- based equivalent (volunteer roles only)</p> | |