

# Position Description

## Management Accountant

**Organisation:** Cape York Natural Resource Management

**Location:** Cairns

**Reports to:** Corporate Services Manager

**Employment terms:** Full Time 37.5hrs/week

**Salary:** Negotiable with experience. 5 weeks annual leave with 17.5% annual leave loading, plus superannuation guarantee

## Overview of Cape York NRM

Cape York Natural Resource Management (Cape York NRM) is a not-for-profit organisation and registered charity committed to empowering the people of Cape York Peninsula to care for the natural environment while promoting sustainable use of its natural resources.

We collaborate with individuals, groups, and communities across Cape York to implement activities that align with our mission, priorities, and values. Guided by community engagement, Cape York NRM delivers initiatives rooted in sustainable development, capacity building, project implementation, and regional coordination. At Cape York NRM, you'll have the opportunity to work in this iconic landscape, contributing to projects that make a real and lasting difference.

If you're passionate about sustainability, community partnerships, and working with purpose, Cape York NRM offers a rewarding and meaningful career path alongside a committed and passionate team.

## Cape York NRM Mission

To work with the people of Cape York Peninsula to care for the region's natural and cultural values and promote the sustainable use of its natural resources.

## About the Role

Cape York NRM is seeking a dedicated and passionate **Management Accountant**. This position will lead the finance function of the organisation. As the Management Accountant, you will be responsible for all aspects of the organisation's finance, including payroll, budgets, audit and financial reporting.

## Duties of the Role

1. Managing a number of competing deadlines and prioritising workload to meet reporting deadlines.
2. Ensuring that finance reporting and acquittals are met accurately and on a timely basis for funding bodies.
3. End of month reconciliations, reporting and budget analysis.
4. Management of the annual financial audit.
5. Assisting with preparation of annual budget and review processes, including performance reporting.
6. Preparing reports for management, including budget comparisons, variance analysis and commentaries.
7. Providing high quality financial, accounting and payroll services, including compliance with delegations, accounting standards and legislative requirements.

8. Developing regular financial forecasts and updating projections based on actual performance and emerging trends.
9. Responsible for contract administration services and assisting program staff with contract monitoring and compliance.

## Key attributes

- Demonstrated experience in delivering financial management services, including budget planning, payroll, bookkeeping and reporting on project management.
- Demonstrated skills in the development and implementation of financial budgets, reports and contractor management and analysing results that drive decision making.
- Ability to collaborate with Program Managers to develop, monitor and manage budgets from project design to completion.
- Experience in preparing reports for management, including budget comparisons, variance analysis and commentaries.
- Excellent time management skills with the ability to set and meet deadlines.
- Strong analytical skills, attention to detail, and ability to communicate effectively will be essential in achieving organisational goals.

## Qualifications & Experience

### Essential

- Tertiary qualifications in business, finance, commerce or a related field, CA or CPA qualifications are preferred but not essential
- Knowledge of relevant workplace health and safety considerations, and demonstrated awareness of requirements for management equity, ethical conduct and Anti-Discrimination Act.
- Legal right to work in Australia (citizen, permanent resident or valid visa). Cape York NRM is unable to provide visa sponsorship.
- A current Blue Card and criminal history check are required before the commencement of employment.
- A current Australian Class C drivers licence.

### Desirable

- Professional skills, knowledge and experience to prioritise activities and manage own workload to meet agreed timelines
- Experience working with a Not-for-Profit organisation.
- Collaborating with Program Managers to develop, monitor, and manage budgets.
- Advanced Computer Literacy (MYOB, Employment Hero, Google workspace, Microsoft Suite, Calxa, Monday.com)

## How to apply

Submit your resume and a cover letter via [capeyorknrm.com.au/join-our-team](https://capeyorknrm.com.au/join-our-team) or email [hr@capeyorknrm.com.au](mailto:hr@capeyorknrm.com.au), applications will be reviewed as received and the position will close when the role has been filled.

For more information, visit [capeyorknrm.com.au](https://capeyorknrm.com.au) or contact [hr@capeyorknrm.com.au](mailto:hr@capeyorknrm.com.au)