



Position Description	
Position Title:	Management Accountant
Location:	Bendigo
Term:	Full-time (38 hours per week) Ongoing
Salary:	SCHADS Award Level 5
Reports to:	Strategic Finance Manager

Overview of Corporation

Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC) actively works to progress the aspirations of the Dja Dja Wurrung (DDW) community. It is incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act) and is regulated by the Office of the Regulator of Indigenous Corporations. Established in 2004, the principal objectives of the Corporation are to:

- Promote the health and wellbeing of the DDW People; and
- Protect and promote the laws, culture, property rights and human rights of the DDW People.

DDWCAC is a Registered Aboriginal Party with the responsibility to protect, manage and preserve DDW cultural heritage, including tasks associated with Cultural Heritage Management Plans and ceremonies such as Welcome to Country and Smoking.

In 2013, the DDW People achieved a Recognition and Settlement Agreement (RSA) with the State of Victoria, which formally recognises the DDW people as the traditional owners for part of Central Victoria. The DDW people nominated the DDWCAC as the 'traditional owner group entity' for the purpose of the settlement, meaning it holds and manages the settlement on behalf of the DDW people.

Primary Purpose of Position

The Management Accountant plays a key role in overseeing financial performance across the DDWCAC Group. This includes leading grant management, financial planning, budgeting, and corporate reporting. The role ensures compliance with funding agreements, supports strategic decision-making, and contributes to continuous improvement of financial systems and processes.

Key Selection Criteria

- Bachelor's degree in accounting or finance
- CPA/CA qualification or working towards (preferred).
- Minimum 5 years' experience in management accounting, financial analysis, or grant management.
- Demonstrated experience in grant acquittals and compliance reporting.
- Strong analytical and problem-solving skills.
- Advanced Excel skills and experience with accounting systems (e.g., MYOB Advanced Preferred).
- Experience in non-profit or Indigenous organisations (desirable).
- Excellent communication and stakeholder engagement skills.
- High attention to detail and ability to manage competing priorities.



Accountabilities:

Management Accountant duties include but are not limited to:

Grant Management

- Lead end-to-end grant financial management including budgeting, tracking, reporting, and acquittals.
- Ensure compliance with grant conditions and funding body requirements.
- Liaise with program managers to ensure accurate and timely financial reporting on grants.
- Maintain grants register and calendar of reporting deadlines.
- Prepare financial reports and acquittals for government and philanthropic funders.

Financial Planning and Analysis

- Develop and monitor annual budgets and forecasts across the organisation.
- Provide financial modelling and scenario analysis to support strategic initiatives.
- Analyse financial performance and provide insights to the management and the Board.

Corporate Reporting

- Prepare monthly and quarterly management reports, including variance analysis.
- Support the preparation of consolidated financial statements and statutory accounts.
- Assist with year-end audit preparation and liaison with external auditors.

Systems and Process Improvement

- Collaborate with the Systems Accountant to enhance financial systems and reporting tools.
- Develop and maintain financial policies and procedures.
- Identify and implement process improvements to increase efficiency and accuracy.

Stakeholder Engagement

- Provide financial advice and support to senior leadership and program managers.
- Build strong relationships across the organisation to promote financial literacy and accountability.
- Deliver training and support on budgeting, grant compliance, and reporting.

Essential Personal Qualities

- High ethical standards and personal integrity.
- Ability to work independently and collaboratively.
- Commitment to Aboriginal self-determination and understanding of Dja Dja Wurrung culture.
- Ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
- Strong interpersonal and written communication skills.
- Ability to maintain confidentiality and exercise sound judgment.

CONTACT

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