

Job Specification: Management Accountant - Melbourne
Company: Digitary
Date: November 2018



Management Accountant - Melbourne

With offices in Melbourne and Dublin, Digitary helps over 80 Higher Education providers around the world to securely certify their academic qualifications online. Our technology secures the achievements of millions of students and graduates and our platform been used by employers and recruiters in over 50 countries.

At Digitary, we pride ourselves on a positive company culture and working environment. By working at Digitary you will get an opportunity to work with our highly talented international team and be part of our exciting growth story as we continue to transform the way people's qualifications are certified and used around the world.

Role Description:

You will be responsible for all financial accounting processes and procedures including end of month reporting, general ledger reconciliations and the production of the monthly management accounts, assist in budgeting and forecasting and key business financial analysis.

The following key responsibilities are to be dealt with in a timely, accurate, professional and ethical manner:

Finance and Management Reporting

- Ownership of the month-end processes: journals, monthly sales/cogs reports, variance analysis, accounting adjustments, preparing and reviewing P&L, margin reviews
- Consolidation reporting for the 2 x Digitary entities Accounts
- Monthly Investor and Board reporting requirements
- Weekly, monthly sales reports, revenue reports and ad hoc reports
- Managing cash flows and authorizing payments
- Prepare budgets and forecasts
- Raising monthly invoices
- Performing balance sheet accounts reconciliations
- Weekly bank reconciliations
- Monthly payroll activities
- Payroll reconciliations including payroll tax, super accounts and PAYGs
- Audit work including financial audits
- Analysis of variance and product profitability
- Drive forward internal processes and financial systems
- International territory reporting
- Develop tools (which may include databases, spread sheets, etc.) to enable the collection of evidence to support key performance indicators
- Develop custom reports to assist in all areas of management reporting
- Working with the Executive, Senior Managers and Supervisors to develop systems to measure and report Key Performance Indicators linking to mission, values and vision of Digitary.

General Requirements

- Display initiative, enthusiasm and an ability to be innovative and add value to the organisation

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- Ensure deadlines are met and tasks are completed efficiently and professionally
- Ensure that all client services and financial information are quality controlled to meet the Standards of Business Conduct & Confidentiality Standards
- Maintaining necessary skills commensurate with the requirements of the position
- Maintain a commitment to the Digitary mission, values and continuous improvement philosophy

Mandatory skills / experience / education:

- Tertiary qualification in accounting, commerce, business or equivalent
- Advanced knowledge of Windows & Microsoft Office and the ability to acquire knowledge on other programs as required
- Advanced knowledge of software integration tools such as databases, spread sheets, macros, programming languages, etc.
- Demonstrated professional qualities and organisational skills
- Strong problem solving/troubleshooting skills
- Demonstrated written and communication skills and ability to work in a collaborative team.
- Ability to handle difficult and high-pressure situations.
- Able to work to deadlines and meet turnaround times.
- Maintain links with professional associations and networks to ensure you are kept up to date with contemporary thinking and skills

Desired skills/experience

- Degree in Finance or administration
- Experience of working with the higher education or government sectors
- Data security or privacy experience

We offer a competitive salary and benefits package for the right individual. Enquiries to info@digitary.net