

Position Description

Senior Financial Accountant, Group Finance



Melbourne Archdiocese
Catholic Schools

About MACS

Melbourne Archdiocese Catholic Schools Ltd (MACS) aims to deliver an outstanding Catholic education that equips young people with the knowledge, skills, and optimism to go forward, live meaningful lives, and to enrich the world around them. MACS, the largest Catholic school employer in Australia, owns and operates approximately 300 Catholic schools in the Archdiocese of Melbourne, and is supported by a central enterprise function of over 600 staff members.

The MACS Strategic Plan (MACS 2030: Forming lives to enrich the world) presents a challenging and inspiring vision of the educational experience that MACS seeks to provide for students in MACS schools. MACS' Strategic Plan outlines the vision and mission of Catholic schools in the Archdiocese and the major objectives for MACS over the months and years ahead. Our organisational values of Integrity, Respect and Excellence require commitment from all MACS employees to contribute to ensuring we uphold and support the objectives of the organisation.

About the team and role

The MACS Group Finance team is a function within the Finance, Infrastructure and Digital (FID) Directorate that supports MACS to meet its compliance and reporting obligations to all stakeholders. As a diverse portfolio within MACS, Group Finance plays a critical role in all operational aspects of MACS Schools and Head Office.

The Senior Financial Accountant, Group Finance will be responsible for delivering accurate and timely consolidated financial reporting for Board and executive stakeholders, as well as providing high-quality financial inputs into broader group reporting activities. The role will also lead and manage the month-end process, ensuring integrity and completeness of financial data. As a senior member of the Financial Accounting and Reporting team, the role supports continuous improvement initiatives and contributes to the effective performance of the finance function.

Position Title	Senior Financial Accountant
Reports To	Financial Accounting and Reporting Manager
Directorate	Finance, Infrastructure and Digital
Direct Reports	N/A

Key responsibilities of the role

Working within the Financial Accounting and Reporting team, the Senior Financial Accountant will:

- Lead the preparation and timely delivery of the periodical consolidated financial reporting for MACS board, including the group profit & loss, balance sheet and cash flow statements. This involves consolidating actuals, budgets and forecast data across the MACS group.
- Provide accurate and timely financial input to support the annual group budgeting process and other group reporting exercises.
- Manage the preparation and review of head office year-end accounting adjustments (e.g. accruals and prepayments), including assessing compliance with relevant accounting standards, gathering appropriate supporting evidence for audit purposes, and addressing queries from internal stakeholders.
- Manage month-end close process for the head office, including timely closure of accounting periods and coordination with other finance teams to identify, escalate and resolve key issues.



- Perform relevant month-end activities, including balance sheet reconciliations and relevant group accounting adjustments.
- Oversee group-wide financial transactions, including accounting for centralised procurement activities, management of intercompany transactions, and ensuring revenue recognition is compliant with AASB 15 and AASB 1058 at both head office and school level.
- Manage lease accounting and reporting across the MACS group, ensuring full compliance with AASB 16.
- Provide expert technical accounting advice and guidance on complex transactions and accounting treatments across the organisation, partnering closely with the Governance & Control team to ensure consistent application of accounting standards and MACS policies.
- Assist the Financial Accounting and Reporting Manager in delivering finance related projects to support strategic initiatives at head office and MACS schools.
- Mentor junior staff members with a focus on knowledge sharing and collaboration.
- Perform other duties as assigned, in line with the scope of the role.

Key Selection Criteria

- Demonstrated experience in the preparation of statutory consolidated financial statements for large and complex corporate groups.
- Strong knowledge of the prevailing Australian accounting standards (including AASB 15, 16, and 1058) and other relevant legislative and regulatory reporting requirements.
- Strong analytical and problem solving skills, with demonstrated ability to work meticulously with large data sets in an accurate and timely manner.
- Effective time management and task management abilities, with a proven track record of managing competing priorities, leading key reporting activities, and consistently meeting deadlines.
- Excellent interpersonal and communication skills with the ability to build successful relationships, including effective communication across all levels and with those with varying levels of financial literacy.
- Demonstrated capability to mentor and guide junior team members.
- Proven ability to work autonomously and collaboratively in a dynamic environment.

Skills, qualifications and pre-requisites to undertake the role

Qualifications	Tertiary qualifications in Commerce, Business or Accounting would be desirable.
Professional membership or Accreditation	Current full membership to a professional accounting body such as Chartered Accountants Australia and New Zealand (CAANZ) or Certified Practicing Accountants Australia (CPA)
Knowledge and Experience	• Solid understanding of the Australian Accounting Standards and contemporary accounting issues • Significant experience in the consolidation reporting process within large and complex organizational structure, including managing inter-entity eliminations • Strong proficiency in managing and analyzing large data sets, with advanced skills in spreadsheet tools (i.e.. Microsoft Excel) • Sound knowledge of enterprise financial accounting software applications, with experience in SAP highly regarded • Experience in an audit and financial accounting role within the Catholic education sector (desirable but not essential)
Organisational values	A commitment to the organisational mission, vision and values of Integrity, Respect and Excellence and to the ethos, values and mission of Catholic education including alignment with MACS's Child Safety standards.
Licences Required	A full, current, and maintained Victorian Driver's licence and motor vehicle
Other requirements	1. An understanding of and commitment to the safety, wellbeing and protection of children, and therefore you: a. Must hold and maintain a current Victorian Working with Children Check or be eligible to receive same upon joining the organisation. b. Alternative to holding a WWCC and NCHC, MACS will accept evidence and continued maintenance of a full and current Victorian Institute of Teaching (VIT) registration. 2. You must also undergo and receive a clear National Criminal History



	Check (NCHC) upon employment and during your employment with MACS. All employees are required not to have been charged with, nor found guilty of any offence which would be incompatible with employment with MACS. 3. Willingness to take reasonable care for your health and safety in the workplace and for the health and safety of others who may be affected by what you do or don't do.
--	--

