

# Schedule 1 – Job Description



## Collingwood Football Club

### Job Description

**Position Title/Department:** Management Accountant

**Reporting Manager:** Finance Manager

#### Position Objective

The Management Accountant plays a critical role in ensuring the accuracy, timeliness and integrity of the Club's financial operations. The role is responsible for delivering high-quality month-end reporting, budgeting and forecasting support, financial analysis, and business partnering services across the organisation.

#### Responsibilities

##### Month-End & Financial Reporting

- Prepare and reconcile monthly CFC balance sheet accounts.
- Complete monthly management reporting, variance analysis, and commentary for internal stakeholders.
- Maintain and reconcile the fixed asset register, including posting monthly depreciation and supporting year-end consolidation.
- Lead budgeting and forecasting processes for assigned business units.
- Provide ad-hoc financial analysis and reporting as required.

##### Compliance, Controls & Audit

- Assist with preparation of BAS, FBT, WorkCover and other statutory compliance reporting.
- Support internal and external audit requirements.
- Assist with AFL quarterly and annual reporting obligations.
- Maintain annual lease accounting schedules in accordance with AASB 16.
- Conduct annual review of contractor arrangements for superannuation eligibility.
- Complete ABS surveys and other regulatory reporting.

##### Business Partnering & Operational Support

- Partner with multiple business units, including Performe Sports Medicine, to provide financial insights, decision support, and cost management guidance.
- Proactively review expenditure to identify cost-saving opportunities and operational efficiencies.
- Act as primary backup for the Accounts Receivable and Accounts Payable functions.
- Lead the annual CAPEX budget process and monitor capital project expenditure.
- Perform other duties as required by the Finance Manager or General Manager – Finance.

## Skills & Knowledge

- Strong administrative and systems skills, including MS Excel, Word, PowerPoint and Outlook.
- Proven ability to manage competing priorities and take ownership of responsibilities.
- Strong written and verbal communication skills.
- Excellent customer service orientation and ability to work effectively with stakeholders at all levels.
- High attention to detail and strong analytical capability.
- Sound understanding of accounting principles and month-end processes.
- Experience with Microsoft Dynamics 365 F&O (highly desirable).

## Experience/Qualifications

- 1–3 years' experience in an accounting, finance or management accounting role.
- Tertiary qualifications in Accounting or related discipline.
- Currently studying, or aspiring to complete, CA or CPA qualifications

## Values & Behaviours

Is aware and will continue to strive and behave according to CFC's values – **DO BETTER, SIDE BY SIDE, A NEST FOR ALL, and FLY HIGHER.**

**DO BETTER** - I commit to take deliberate actions to address racism when I see it. At Collingwood we acknowledge the rights of the first peoples of Australia and that racism has no place in society.

**SIDE BY SIDE** – I commit my best to a high performing team. At Collingwood we celebrate the wins and stick together through times of adversity.

**A NEST FOR ALL** – I champion and respect, diversity and inclusion to make others feel part of the Black and White. At Collingwood we look out for each other, and those in need, as part of our commitment to provide a safe and welcoming club for all.

**FLY HIGHER** – I make the most of my opportunities to drive excellence for myself and the team. At Collingwood we strive for success