**Accounting Manager**

* + Exciting opportunity to join an elite sporting environment.
  + Global connection to City Football Group
  + Supportive and collaborative culture with great employee benefits

**Who are we?**

Melbourne City FC part of a Global Football business, City Football Group, we competes in the major Australian domestic football competition, the A-League, W-League, and the Y-League.

Our ambition is to develop the best footballing talent on the pitch and the best football work off the pitch. We are committed to growing a sustainable and socially responsible organisation.

City Football Group consists of 11 football clubs and is the fastest growing sporting organisation in the world. Manchester City – City Football Group’s largest club - has been named as the most innovative sports team worldwide by Sports Innovation Lab, a research and market intelligence firm.

**About City People**

City people are entrepreneurial, innovative, open-minded and team oriented. Our team members are humble and hardworking, challenge our thinking and have a will to win. They combine genuine understanding of the importance of our local communities with a global approach.

You will be joining a Club that’s played in consecutive Grand Finals and is on an upward trajectory. As part of the City Football Group, this is unprecedented opportunity for an aspiring finance professional who’s looking to create their own future within a globally recognised sporting group.

**The Job**

Based at Melbourne City FC Academy in the South East of Melbourne, the Accounting Manager will work closely with the Head of Finance as well as collaboratively with all departments. We require the postholder to be a positive and enthusiastic self-starter, all-round accounting individual who can take responsibility for the Club’s financial compliance, ensure the accounting department remains productive and efficient and as well as offering insight, analysis and improve processes to help grow and develop our business.

**Key Responsibilities**

* Provide relevant and timely financial information to the Head of Finance by provision of financial analysis
* Ensure financial recording requirements are met through efficient financial processes and systems
* Prepare monthly and financial year end management reports and variance analysis
* Prepare annual statutory accounts to ensure compliance with all constitutional and legislative financial reporting requirements
* Liaise with Auditors and action any necessary items as a result of external audit
* Preparation of annual budgeting process and monthly forecast reporting analysis
* Ensure tax and regulatory compliance, including preparation of quarterly BAS, income tax returns, FBT returns and employment taxes requirements
* Prepare general ledger transactions, monthly reconciliations and key reports
* Assist with match day operations and reporting
* Develop and maintain an Asset Registry
* Delegation of work and supervision of accounting support within the finance team

**What We Need From You**

* Tertiary qualifications in Accounting and/or Finance
* CPA/CA qualified
* Sounds knowledge of accounting and taxation principles (5+ years accounting experience including chartered accountant firm background)
* Experience in chartered accounting firm as well as industry.
* Experience in completing month and year end process
* Strong knowledge and experience using MYOB AccountRight
* Strong financial literacy
* Exceptional administration and organisational skills with the ability to prioritise and organise daily/weekly monthly duties.
* Ability to take on responsibility, accountability and foresight to make improvement
* Supervisory experience preferred, not essential.
* Ability to establish relationships and influence key stakeholder groups
* Proven ability to manage tasks from conception to completion and meet deadlines
* Excellent literacy, attention to detail and customer service skills
* Ability to set and maintain high standards of work performance and deliver quality consistently and efficiently
* Strong 'can do' approach.
* Discreet, honest & reliable
* Team player

**In return, we provide you with:**

* Free onsite parking
* Club Memberships
* Reward & Recognition Bonus Scheme
* Deals and discounts with corporate sponsors
* Fun and supportive team culture
* Immediate start
* Exciting new offices in 2022

If you believe you meet all the above criteria, are passionate about working in elite sport or just looking for an opportunity to join a global organisation in your local area, then this job is for you!

Please send your covering letter and resume to Susan Mills, Head of Human Resources at [**recruitment@melbournecityfc.com.au**](mailto:recruitment@melbournecityfc.com.au)**.   Applications Close Friday 12 November, 2021. Eligible candidates will be required to have current working rights and only shortlisted candidates will be contacted.**

The City Football Group is fully committed to safeguarding children and other vulnerable people across our business. As such, appointment to this post is subject to Safer Recruitment processes including satisfactory criminal record and other background checks.

We will screen all applicants and select candidates whose skills and experience seem to meet our needs. We will carefully consider your application during the initial screening and will contact you only if you are selected for an interview. Employment is subject to the provision of proof of eligibility to work in the respective country.