TETRA TECH
International Development

Position Description

Management Accountant



Position	Management Accountant
Work Area	Finance
Supervisor	Finance Business Partner
Location	Adelaide, Brisbane

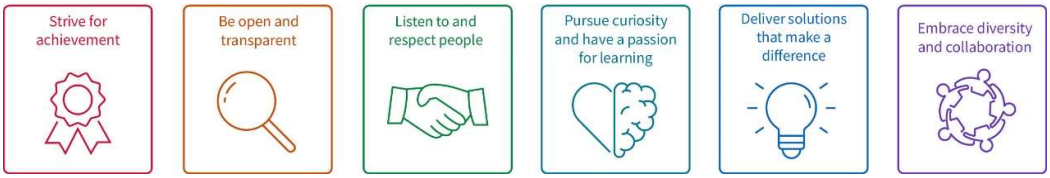
Tetra Tech International Development

Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region. We welcome applicants of all genders, disabilities, ages, ethnicities, and language group.

Our Values

We are a values-based organisation, and our values reflect who we are and what we stand for, and strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.



Purpose and Objectives

The purpose of this role is to support the delivery of accurate, timely and reliable financial reporting across Tetra Tech International Development's projects and entities. The Management Accountant will play a key role in overseeing financial records maintained in QuickBooks Online, ensuring the integrity of financial data transferred to the Group's ERP system, strengthening financial controls and supporting local finance teams. The role will also contribute to continuous improvement of accounting processes, financial reporting and systems.

Key Responsibilities

- Key responsibilities will include, but are not limited to:
- Support the Finance Partner in delivering accurate and timely monthly management accounts, including financial reporting and variance analysis.
- Review general ledger balances, investigate discrepancies and ensure appropriate accounting treatment.
- Oversee multiple QuickBooks Online company files, ensuring the accuracy and completeness of financial records and compliance with established processes by local project finance teams.

- Manage the accurate and timely transfer and reconciliation of financial data from QuickBooks into the Group's ERP system.
- Review transactions, reconciliations and financial reports prepared by local finance teams.
- Provide technical expertise in QuickBooks, including system configuration, troubleshooting and optimisation.
- Oversee multi-currency accounting, including foreign exchange adjustments and reconciliations.
- Strengthen financial controls and standardise accounting processes across entities.
- Identify opportunities to improve efficiency, automate processes and enhance financial reporting.
- Provide accounting guidance, training and systems support to geographically dispersed finance teams.
- Ensure the integrity and consistency of financial data across project QuickBooks files and the Group's ERP system.
- Support project forecasting, financial reviews and performance analysis.
- Assist with audit requirements and other finance activities, as required.

Selection Criteria

Qualifications & Experience

- Undergraduate degree in Finance or Accounting.
- CPA or ICAA qualified (or equivalent professional membership).
- Extensive hands-on experience with QuickBooks Online, including general ledger management, reconciliations and financial reporting.
- Strong understanding of accounting principles and month-end processes.
- Strong Excel skills and the ability to analyse and reconcile financial data.

Technical and Professional Skills .

- Strong analytical and problem-solving skills, with excellent attention to detail.
- Ability to independently investigate accounting issues, identify root causes and implement practical solutions.
- Strong organisational and time management skills, with the ability to manage competing priorities and meet reporting deadlines.
- Proactive and improvement-focused, with a commitment to strengthening financial processes and controls.
- Strong communication and interpersonal skills, with the ability to engage effectively with stakeholders across different locations.
- Collaborative and adaptable, with a practical, hands-on approach.

Code of Conduct

In accordance with Tetra Tech's Code of Conduct and Client Service Standards, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

Child Protection

Tetra Tech is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

Gender Equality, Disability and Social Inclusion

Tetra Tech International Development does not discriminate on the basis of ethnicity, race, colour, religion, disability, sex, sexual orientation, gender identity or expression, national origin, veteran status, marital status, or any other identity. We strongly encourage applications from minoritized groups and promise to ensure our application process is accessible and inclusive.

Preventing Sexual Exploitation, Abuse and Harassment

Tetra Tech has a zero-tolerance approach to sexual exploitation, abuse and harassment ('SEAH'), child abuse and exploitation, modern slavery and safeguarding related retaliation, and this zero-tolerance extends to inaction. Tetra Tech is committed to being a child safe organisation, and to promoting a culture that supports gender equality, and addresses the gendered drivers of violence against women and children. It is committed to fostering a culture where we prevent and respond decisively and appropriately to harm against people, and that all people are treated with dignity and respect, irrespective of country, program, or office where we work. This will require compliance with Tetra Tech's Safeguarding and other Codes of Conduct and our associated safeguarding policies (Child Protection and Child Safety, Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) policy and procedure, and Modern Slavery. Any successful applicants will be required to undertake satisfactory referee and criminal record checks prior to being appointed to any position.

Tetra Tech does not charge money or any kind of fee at any stage of the recruitment process (this includes applications, interviews, meetings, processing, administration, service and training). Tetra Tech will never ask for your sensitive information, such as bank account or other login details, including username or password.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of Tetra Tech International Development.