

POSITION DESCRIPTION

Overview	
Title	Financial Accountant
Department	Finance
Location	Sydney (Head Office) / NSW
Reports To	Executive General Manager Finance
Work Type	Full-Time Fixed Term Contract
Hours/Days Per Week	37.5 hours
Start date	Immediate start
End date	April 2026

Accountability	
Number of direct reports	0
Number of indirect reports	0
Budget responsibility in \$ <i>(State whether prime, shared or contributory responsibility)</i>	TBC

About Us
<p>The Asian Football Confederation (AFC) has awarded Football Australia hosting rights for the 2026 edition of the AFC Women's Asian Cup™. Having co-hosted the best-ever edition of the FIFA Women's World Cup™ in 2023, Australia will host the Continent's premier women's national team for a second time in history having also staged the 2006 edition of the AFC Women's Asian Cup™.</p> <p>This prestigious event will bring together 12 nations in a tournament structured into three groups of four. Following the resounding success of last year's FIFA Women's World Cup™, Football Australia, its stakeholders and partners are eager to create another tournament that celebrates women's football, delivers legacy outcomes for football and Australian society more broadly.</p> <p>A Local Organising Committee (LOC) has been established for the sole purpose of delivering the 2026 edition of the AFC Women's Asian Cup™ in Australia.</p>
Our Culture & Values
<p>AFC Women's Asian Cup is built on a foundation of inclusivity, respect, and unity, with a rich representation of both First Nations people and the diverse multicultural football community we proudly serve. We are united in our mission to deliver exceptional experiences for players, fans, and all those who are part of our journey. As one team, our strength lies in the trust we place in one another and the broader football family. Excellence drives everything we do, as we strive to create lasting opportunities that contribute to our Legacy 26 and elevate the global game.</p> <p>We strive to achieve this by embodying our core company values, which include:</p> <ol style="list-style-type: none"> 1. Inclusive 2. United 3. Trust

4. Excellence 5. Agility	
Background & Purpose of the Role	
<p>This role supports the Finance team in delivering accurate reporting, strong financial governance, and effective budgeting for the tournament. It plays a key part in maintaining compliance, improving processes, and providing insights to guide decision-making during a critical operational period.</p> <p>This is a fixed term contract-based role.</p>	
Role Responsibilities	
<ul style="list-style-type: none"> • Reporting: Responsible for the preparation of accurate and timely month-end reporting - financial budget vs. actual reports and analysis. • Reconciliations: Manage reconciliation of bank and balance sheet accounts • Expenditure Approval: Review and approve expenditure requests, ensuring compliance with budget guidelines and financial policies. • Compliance: Prepare BAS and FBT returns and support year-end audit processes. • Process Improvement: Identify opportunities to streamline accounting processes and improve efficiency. • Budgeting: Assist in the monitoring of the overall tournament budget. • Ad-hoc Analysis: Perform ad-hoc financial analysis, scenario planning and strategic modelling for key business partners to support decision-making. 	
Role Outcomes/ Deliverables	
<p>The role is responsible for delivering accurate and timely month-end financial reports, including detailed budget vs. actual analysis to support leadership decisions. It includes managing bank and balance sheet reconciliations, reviewing and approving expenditure requests in line with budget guidelines, and ensuring compliance with financial policies. The position plays a key role in preparing BAS and FBT returns, supporting year-end audits, and identifying opportunities to streamline accounting processes. The role also supports the monitoring of the overall tournament budget and provides ad-hoc financial analysis, scenario planning, and strategic modelling to inform and guide key business decisions.</p>	
Major Interactions	
<ul style="list-style-type: none"> • Broader Football Australia and WAC26 functions 	
Knowledge, Skills, And Experience	
Essential	<ul style="list-style-type: none"> • Minimum of 3+ years accounting experience. • A firm understanding of financial statements including P & L, cash flow, and balance sheets. • Adept at financial modelling, with excellent Excel skills for data analysis and interpretation. • Strong understanding of accounting principles and practices. • Advanced skills in accounting software – Xero and Microsoft Excel. • Excellent analytical and problem-solving skills. • Ability to work independently and as part of a team. • Strong attention to detail and accuracy. • Excellent communication and interpersonal skills. • High level of flexibility to meet sometimes rapidly changing priorities and variable working duties

	<ul style="list-style-type: none"> • Ability to sustain high level performance and problem solving with limited supervision • Demonstrated ability to maintain discretion and confidentiality • Full working rights within Australia
Desirable	<ul style="list-style-type: none"> • CA or CPA qualification (desirable) • Experience in sporting, event or not-for-profit environment (desirable).
Qualifications	
Essential	<ul style="list-style-type: none"> • Bachelor's degree in Accounting, Finance, Business or similar field.
Unique Criteria	
<p>The following selected items identify the requirements of the role;</p> <p><input checked="" type="checkbox"/> Out of hours and weekend work</p> <p><input type="checkbox"/> Intra and/ or Interstate travel</p> <p><input type="checkbox"/> International Travel</p> <p><input type="checkbox"/> Significant periods of work away from home</p> <p><input checked="" type="checkbox"/> Significant Responsibilities – This does not contain a comprehensive listing of responsibilities, activities and duties that are required of the incumbent. These may change from time to time at the discretion and needs of the manager/organisation</p>	
Additional Requirements	
<p>To comply with our organisational policies and/ or national and state legislation, the following selected items are requirements of the role;</p> <p><input checked="" type="checkbox"/> National Police Check</p> <p><input checked="" type="checkbox"/> International Criminal History Record for each country (other than Australia) in which you have resided for 12 months or more in the last 10 years (if applicable)</p> <p><input checked="" type="checkbox"/> Full working rights in Australia</p> <p><input checked="" type="checkbox"/> Working with children check (paid/ employee) or state- based equivalent</p> <p><input type="checkbox"/> Working with children check (volunteer) or state- based equivalent (volunteer roles only)</p>	