

Advertisement – Accountant (Fixed Term Contract)



July 2026

We're looking for an Accountant to join our Finance team and help ensure our financial operations run smoothly and effectively.

Working closely with the Finance Manager, Head of Business Planning and Finance, and Chief Financial Officer, you'll deliver financial reporting, analysis and insights that support informed decision-making across the organisation.

This role is responsible for a broad range of accounting activities, including accounts payable and receivable, financial systems administration, compliance, and financial reporting. As the role progresses, you'll also take ownership of accounts payable operations, corporate credit card administration and other key finance activities, helping to provide timely, accurate and high-quality finance support services.

This is an excellent opportunity to apply your accounting expertise in a purpose driven organisation where your work helps support Victorian communities.

At Foodbank Victoria, we're growing to meet increasing demand for our services across the state. As we continue to expand our impact, we're investing in talented people who share our commitment to supporting Victorian communities.

Why Foodbank?

Whether it's everyday emergencies or in times of crisis, Foodbank Victoria has been providing vital food relief to vulnerable Victorians for 96 years. We deliver food to people who need it in three different ways: in partnership with our charity partners, through schools and via our regional Community Food Centres.

Across our network of over 450 charity partners and 1400 schools throughout Victoria, we have distributed over 25.1 million meals in the last 12 months and are currently feeding 76,000 Victorians a day.

While supporting our charity and school partners is at the core of what we do, as the state's dedicated emergency food relief organisation, we're also here to assist Victorians through natural disasters, pandemics and the 'invisible disaster' caused by the ongoing cost of living crisis.

Why we are right for you?

Our people come for a career and stay for the mission!

You will join an organisation full of passionate and creative people who champion and invest in the vision of helping to fight for a food secure future for all Australians.

We strive for a diverse and inclusive workforce, fostering a culturally safe and supportive environment where everyone can bring their whole self to work.

Our locations span across metro and regional Victoria including Altona, Brooklyn, Ballarat, Morwell and our CBD support office but the warmth of our culture is unified across all sites.

Advertisement – Accountant (Fixed Term Contract)



July 2026

Imagine a future with us:

- Manage the accurate and timely processing of accounts payable and receivable transactions, maintain purchase order and invoice approval workflows, ensure compliance with organisational policies and financial controls, and contribute to the continuous improvement of finance processes and ways of working.
- Prepare and deliver accurate monthly financial reporting, including Income Statement and Balance Sheet reports, month-end journals, prepayments, accruals, fixed asset management, balance sheet and bank reconciliations, ensuring the accuracy, completeness and integrity of financial records.
- Provide financial analysis and business partnering support through budget monitoring, variance analysis, financial commentary, management reporting, and stakeholder engagement, delivering insights that support informed decision-making across the organisation.
- Manage accounts payable activities, including invoice processing, approvals, reconciliations and supplier payments.
- Maintain supplier records, resolve enquiries and discrepancies, and support strong financial controls and continuous process improvement.
- Manage corporate and virtual credit card administration, reconciliations, and compliance with organisational policies.
- Provide general finance administration support, including bank account management, fund transfers, and other finance activities to support the effective operation of the Finance team.
- Lead, coach and support the Accounts Payable Officer, fostering a high-performing, collaborative culture while driving continuous improvement across processes, systems and reporting.

Why you're right for us:

- You want to be a part of a brand that's been around for over 96 years, and genuinely share our passion for our vision of healthy food for all.
- Able to live and breathe our values of empowerment, accountability, integrity, respect, diversity and equality.
- Minimum 10 years experience in accounting or finance roles, with demonstrated responsibility for financial operations and reporting.
- Bachelor's degree in Accounting, Finance or a related discipline.
- CPA (Certified Practising Accountant) or CA (Chartered Accountant) qualified.
- Proficiency in Pronto (or a similar ERP system) and Microsoft Office applications, including advanced Excel skills.
- Sound understanding of financial controls, compliance requirements and accounting principles.
- High degree of accuracy and attention to detail.
- Good business and commercial knowledge.

We can offer you:

- Access to salary packaging benefits to increase your take home pay.
- Team member engagement above 75%.
- An organisation focused on employee wellbeing.

Advertisement – Accountant (Fixed Term Contract)



July 2026

- Supportive team environment that embraces change and innovation.

Keen to apply?

- Please review the Position Description on our website in the 'Careers' section at www.foodbankvictoria.org.au and get to know us before you apply.
- Applications to include an up-to-date resume and cover letter.