
JOB TITLE	Accountant
HOURS	15 per week
REPORTS TO	Managing Director
PAY RATE	\$40.00/hr permanent part time

POSITION DESCRIPTION

Position purpose This role will provide support and direction within the accounting and finance functions of the business. In conjunction with the Finance Manager, this role provides high level reporting and analysis of the business.

Main tasks Core tasks include:

- Reconcile monthly accounts and prepare monthly management and/or board reports
- Present financial data at Board meetings
- Prepare Business Activity Statements/Instalment Activity Statements
- Prepare annual budget and annual forecasts
- Assist external accountant with the preparation and review/audit of the annual financial statements
- Monitor and manage all ASIC requirements
- Assist with the management of the financial risk of the organisation
- Assist with project/grant budgets as required, along with monitoring expenses associated with these projects/grants and assisting with their acquittal and analysis
- Monitor employee benefits and ensure compliance with the Fringe Benefits tax legislation
- Conduct internal audits to ensure accounts are reconciled and accurate
- Evaluate financial information and investigate/report any anomalies
- Develop and implement improvements to accounting processes and procedures in conjunction with the Finance Manager
- Monitor the accounting, legal and governance environment and analyse how any changes may impact on the company. Design and implement these changes in consultation with the management team
- Manage and file documentation in accordance with company procedures

The above list is not exhaustive and the role may change from time to time to meet the overall objectives of the company.

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| Other Duties | <ul style="list-style-type: none"> • Fulfil other duties as required by management |
| Required qualities | <ul style="list-style-type: none"> • High level of organisational and analytical skills • Excellent time management with the ability to meet strict deadlines • Excellent communication skills, written and verbal • Highly motivated to set and achieve targets and goals • Ability to create and present relevant reports and statistics • Excellent computer skills, developing spreadsheets, word documents, project folders and filing • Ability to create and maintain strong interpersonal, client and supplier relationships • Ability to motivate and drive fellow workers. |

PERSON SPECIFICATION

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| Qualifications | <ul style="list-style-type: none"> • Tertiary qualifications in Accounting |
| Experience | <ul style="list-style-type: none"> • At least 5 years' experience in a similar role is essential • CPA/Chartered Account qualifications are preferred but not essential • Social enterprise and Not-For-Profit experience preferred |
| Knowledge | <ul style="list-style-type: none"> • High level proficiency in Excel and MYOB • Understanding of the regulatory environment governing Not-For-Profit enterprises |
| Skills & competencies | <ul style="list-style-type: none"> • People focused: committed to providing exceptional service to the management team, staff and external suppliers and clients across all channels – written, phone and face to face • Attention to detail: excellent attention to detail and written skills when communicating with others, both internally and externally • Commerciality: ability to apply knowledge in a practical, commercial manner • Teamwork: willingness to assist and support others as required and get on with team members • Time management/organisation: accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner • Initiative: be able to identify issues as they arise and devise a plan to take advantage of, or manage the issues, as appropriate |
| Personal attributes | <ul style="list-style-type: none"> • Analytical thinking • Initiative • Positive approach to change • Professional approach • Ability to work under pressure • Highly ethical and professional at all times • Excellent attention to detail |