

Position Description

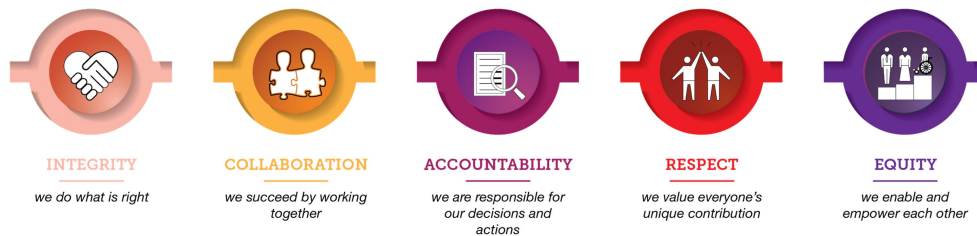
Position Title	Financial Accountant
Position Reports to	Financial Controller
Position Leads	Not Applicable
Location	29 Learmonth St, Alfredton, VIC 3350
Employment Type	Permanent, Full-time
Last Updated	October 2019

Why are we here?

Purpose: We work with people to create a life that works for them.

Our Vision: To be recognised by customers as the eminent, integrated disability service provider that continually enriches their lives.

How do we do this?



What is your purpose?

The Financial Accountant is responsible for the day-to-day delivery of general accounting activities. Operating in a Not-For-Profit environment the position provides support to the Financial Controller through the delivery of financial reporting, financial analysis and compliance lodgements.

The role is a key support to the Finance Team and is responsible for the review and maintenance of the general ledger as well as all subsidiary ledgers including Accounts Payable, Accounts Receivable and Fixed Assets.

The Financial Accountant will deliver timely and accurate reporting to the Financial Controller and Program Managers with regards to Profit and Loss, Income Analysis and NDIS billing.

How do you achieve this? (Responsibilities)

Key Results Area	Accountabilities
Service Delivery	<ul style="list-style-type: none"> • Review and maintain the general ledger and subsidiary ledgers (Accounts Payable, Accounts Receivable and Fixed Assets). • Review Accounts Payable and Payroll processing ensuring compliance with the relevant legislation and Delegations of Authority. • Complete the month end processing, including general journals and balance sheet reconciliations. • Review the Profit and Loss, Balance Sheet and Income Reporting with the Financial Controller, noting any discrepancies to budget. • Generate and distribute month end reporting to defined deadlines. • Generate and distribute NDIS Billing reporting to defined deadlines. • Prepare and submit for review the annual reporting pack for the interim and year-end audit. • Assist in the preparation of the annual budget and any required forecasts. • Assist the Financial Controller to create management reporting that align to the changing needs of the organisation. • Complete the end to end NDIS Billing in the absence of the Accountant. • Complete end to end Financial Intermediary Services in the absence of Assistant Accountant. • Ensure the timely and accurate completion of necessary acquittals to external funding bodies. • Prepare and submit for review the annual FBT return in accordance with ATO requirements. • Prepare and submit for review the quarterly BAS return in accordance with ATO requirements. • Prepare and submit for review the quarterly LSL Portability return in accordance with the LSL Portability Act. • Provide financial support to members of the Executive Team and other McCallum employees as required. • Other relevant duties as required.
Customer Experience and Quality	<ul style="list-style-type: none"> • Understand McCallum's Customer Strategy and imbed the importance of Customer Experience within the Finance Team. • Champion McCallum's Quality Management System, ensuring our policies and procedures are reflective of our operations through the use of continuous review and improvement. • Assist in ensuring McCallum's Finance operations remain compliant with all relevant legislation, regulations and standards.
Employee Experience and Collaboration	<ul style="list-style-type: none"> • Champion McCallum's code of conduct and values, acting in accordance with our policies and procedures at all times. • Develop and maintain effective relationships with key stakeholders, with a focus on Team Leaders and the Executive Team. • Be an active member of the Finance team, providing input and support into the implementation and achievement of our

	Finance strategy and outcomes.
Self-care and professional development	<ul style="list-style-type: none"> • Participate in monthly feedback meeting with the Financial Controller • Ensure Annual Performance Goals and KPIs are set, with professional development plan implemented and monitored • Identify and seek appropriate resources to support your own health and wellbeing • Participate in wider McCallum projects and initiatives as required.

What do I need to be a success? (Attributes)

- Our customers are at the centre of everything that you do.
- You value accuracy and attention to detail as well as developing effective and efficient systems of work.
- Quality, safety and risk management is paramount and will not be compromised.
- You are a consultative, collaborative and inclusive team member, business partner and advisor.
- You achieve results. You are focused, work to a plan and deliver.
- You use clear, tailored, appropriate communication and use a variety of methods to share information.
- You build and maintain relationships with your colleagues, customers and stakeholders.
- You are a team player that actively participates and champions a supportive and values driven work environment.
- You understand that change happens for a reason, and have the ability to bring your team with you.

Key Selection Criteria

Successful appointment to a position will be subject to a pre-employment safety screening process which includes, but not limited to, the following checks:

- **National (and International if applicable) Police Check**
- **Right to Work in Australia**
- **Disability Work Exclusion Scheme Check; and**
- **Current Drivers License.**

Essential

- Tertiary qualification in a relevant discipline.
- Membership as a Certified Practising Accountant (CPA), Chartered Accountant (CA) or Chartered Institute of Management Accountants (CIMA).
- Demonstrated knowledge/ability in maintaining a general ledger and the preparation of financial and management reporting.
- Excellent IT literacy including confidence in the administration of finance and payroll systems and Microsoft Office Suite.
- Demonstrate a strong understanding and knowledge of the audit process and principles.
- Strong attention to detail and accuracy in data input.

Desirable

- Working Knowledge of SAP Business 1
- Experience in the Health and Human Services Sector, including knowledge of the NDIS and other relevant legislation.

Approval:

Employee Signature: _____ **Date:** _____

Manager Signature: _____ **Date:** _____

CEO Signature: _____ **Date:** _____