

Position Description

Position Title	Accountant
Position Reports to	Financial Accountant
Position Leads	Finance Coordinator, Finance Officer and Reception Administrator
Location	29 Learmonth St, Alfredton.
Employment Type	Full Time
Last Updated	January 2023

Why are we here?

Purpose: We partner with our customers to create their best life.

Our Vision: To fulfil the unmet support needs of our community and enrich lives every day.

How do we do this?



What is your purpose?

The Accountant will work closely with the Financial Accountant and Financial Controller to provide end of month reconciliation of the chart of accounts, including but not limited to the oversight of debtors and creditors, management of the fixed asset register and reconciliation of systems to ensure that reporting to the board is timely, accurate and in line with relevant accounting standards.

The Accountant will lead a small finance team to ensure all tasks are completed in designated timeframes and to the KPIs set in collaboration with the Financial Accountant and Financial Controller.

The Accountant will also be responsible for McCallum Disability Services ongoing compliance with the National Disability Insurance Scheme (NDIS). This includes the review of our program processes and procedures to ensure alignment and compliance with the NDIS Pricing Arrangements and Price Limits as well as the processing of all NDIS revenue through PRODA.

How do you achieve this? (Responsibilities)

Key Results Area	Accountabilities
Service Delivery - Financial Compliance and Completeness	<ul style="list-style-type: none"> • Take responsibility for the completion of all Balance sheet Reconciliations on a monthly basis • Present finalised reconciliations to the Financial Accountant including any major reconciling items in line with the Finance Timetable • Manage the Fixed Asset Register, ensuring all assets are capitalised or disposed of in a timely manner, completion of stock takes as requested by the Financial Controller and reporting prepared and presented to the Financial Accountant and Executive Manager of Assets and Infrastructure in line with agreed timelines • Accurately account for all leased assets in line with accounting standards • Prepare and present a yearend audit file with supporting documentation to the Financial Accountant for sign off in preparation for the year end audit • Assist in the preparation of budgets and forecasts as requested by the Financial Accountant
Service Delivery – NDIS Compliance and Revenue Generation	<ul style="list-style-type: none"> • Manage the ongoing compliance of the NDIS through the creation and management of NDIS billing guidelines for each of the program support areas • Provide expert and timely advice to the executive management team, managers and rostering team on the NDIS Price Guide Interpretation for McCallum • Create a reporting framework of NDIS Income for each program department including KPI's and financial analytics using Flowlogic, SAP and Magic • Ensure the timely management of rejected claims, creating a management system that details the outstanding claims including assessing the risk of collectability • Ensure the timely creation of Funding Allocations and Service bookings for all NDIS Billing • Complete all customer related billing on a monthly basis including Residential Charges, Activity Charges and Kilometre reimbursements • Provide Back Up support to the Finance Coordinator and Finance Officer where required • Debtor Management of all NDIS billing related matters including Provider Payment Team follow up
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. • Be an active member of the finance team, providing input and support into the implementation and achievement of our finance team strategy and outcomes. • Work collaboratively with the Finance Team to continuously improve services • Promote a positive and safe work culture

Customer Experience and Quality	<ul style="list-style-type: none"> • Provide excellent customer experience to McCallum’s customers, including their family and friends • Implement and champion our Quality Management System. • Support the preparation of administration for compliance with NDIS audits and standards. • Ensure effective record keeping and that all documentation is kept up to date including within the Service Record System (SRS) and staff related matters.
Self-care and professional development	<ul style="list-style-type: none"> • Participate in feedback meetings with the Financial Accountant • 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.
- You take pride in ensuring your tasks are completed to the highest standards and meet the accounting and NDIS guidelines.
- 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 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.

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:

- **NDIS Worker Screening Check**
- **Right to Work in Australia; and**
- **Current Driver's License.**

Essential

- Tertiary qualification in a relevant discipline
- Experience in SAP Business 1 or other large accounting package
- Strong attention to detail and accuracy in data input and data analytics
- Demonstrated a high level of numeracy, written and verbal communication skills
- Excellent IT literacy including confidence in the administration of finance and payroll systems and Microsoft Office Suite

Desired

- CA or CPA qualification or working towards highly regarded
- Proven experience in the management of a small finance or administration team highly regarded
- Knowledge of National Disability Insurance Scheme (NDIS), with experience using PRODA will be highly regarded.

Approval:

Employee Signature: _____ **Date:** _____

Manager Signature: _____ **Date:** _____

CEO Signature: _____ **Date:** _____