

OUTCOME PROFILE

YOUR ROLE

Role:	Accounts Officer	Team:	Finance
Reporting to:	Group Financial Controller	Direct Reports:	Nil

YOUR PURPOSE

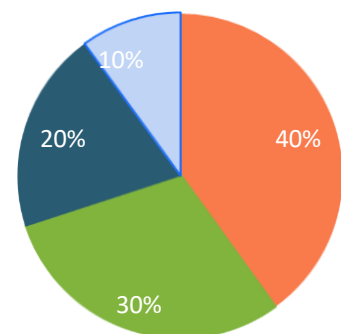
To accurately and efficiently execute cashbook management and external vendor payment process, reconciliations and provide accounting support to the wider Village Retirement Group Team.

OUR VALUES

- HONESTY
- INTEGRITY
- PROFESSIONALISM
- PERSEVERANCE
- INNOVATIVE
- CARING

Time Allocation: Outcome Areas

- Cashbook Management
- Payments Process
- Corporate Accounting
- Compliance



YOUR OUTCOMES

Outcome Area #1: Cashbook Management



Ensure all cashbook transactions are actioned and recorded accurately; bank and credit card reconciliations are completed in accordance with timeframes

Outcome Area #2: Payments Process



Ensure all payments are processed accurately, on time and in accordance with internal processes, procedures and authority levels.

Outcome Area #3: Corporate Accounting



Provide high quality accounting and admin support to the finance team to ensure a smooth execution of day to day operations of the business.

Outcome Area #3: Compliance



Provide high quality compliance procedural support to the finance team to ensure a smooth execution of day to day operations within the business.

Outcome Area #4: Living the Brand

You live by the Village Retirement Group's values and contribute to building the company's brand

OUTCOME PROFILE

YOUR PROFILE

- Proficient with ERP systems & Microsoft Office Suite
- Flexible & reliable within the work environment
- Strong time management and organisation skills
- Good accounting and GST knowledge
- Strong written and verbal communication skills
- Confidentiality and integrity
- Comfortable working in a high-pressure environment
- Able to work to tight deadlines
- Extremely high attention to detail

YOUR RESPONSIBILITIES

40%

Cash Book Management

Outcome Area

- Receipt / process all cashbook transactions in respective ledgers
- Ensure that entity specific GST requirements are adhered to
- Ensuring funding appropriately transferred to cover commitments and obligations
- Bank reconciliations completed on a monthly basis
- Credit card reconciliations
- Inter-entity invoicing / recharging
- Assistance with cash flow forecasting data
- Providing assistance to Village Operations where requested

Measured by:

Efficient, accurate and timely processing of all cashbook transactions

30%

Payments Process

Outcome Area

- Complete weekly vendor payment run ready for review and authorisation
- Initiate inter-entity payments
- Assistance with accounts payable invoice processing
- Ensure that policies, procedures, internal controls and authority limits are complied with
- Ensure that entity specific GST requirements are adhered to
- Ensure vendor remittance advices are emailed
- Process journals as necessary

Measured by:

Efficient, accurate and timely processing of all payments in accordance with the groups policies.

OUTCOME PROFILE

20%

Corporate Accounting

Outcome Area

- Support the Finance Team in maintaining an accurate general ledger, supporting month end finalisation including:
 - Reconciliations
 - Prepayment & other journals
 - Internal loan interest calculations / schedules
 - Participate in the preparation of board papers as required
- Raise inter-entity sales invoicing
- Raise miscellaneous sales invoicing

Measured by:

Monthly reporting is complete and accurate in accordance with timetables

10%

Compliance

Outcome Area

- Assist in data collection for lodgements as directed by the Finance Team
- Adherence to internal policy, procedures and controls including WHS
- Adherence to accounting standards and tax requirements
- Maintenance of Groups financial records as required

Measured by:

The business meets its compliance requirements with respect to the finance function

Living the Brand

You live by TVRG's values and contribute to building the company's brand