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|---------------------------------------|---------------------------|
| <b>Position Title:</b>                | Management Accountant     |
| <b>Reports to:</b>                    | Finance Manager           |
| <b>Salary / Classification Level:</b> | Negotiated Salary Package |
| <b>Reporting to this Position:</b>    | Nil                       |

## ***Purpose of the Position***

The Management Accountant is responsible for the development and management of the accounting functions within the Finance Department.

The role will also have primary responsibility for process improvement and systems development in the area of financial management and processes and will work closely with the Chief Financial Officer, Finance Manager and other Management Accountants.

The Management Accountant is a key position providing support and advice to managers across the organisation in relation to budget and financial management processes.

## ***Your Team***

The Management Accountant is a member of the Finance Department based at Tranmere.

The Finance Department provides customer focused financial services and support to divisions within Helping Hand to support delivery of services to clients.

## ***Other Key Relationships***

While directly reporting to the Finance Manager, the Management Accountant is expected to maintain professional working relations with all members of the Finance Team, Managers and other Helping Hand staff and clients with whom they interact.

The Management Accountant must also maintain effective communication with external entities such as auditors, government organisations, funding providers and other bodies.

## ***Key Outcomes and Responsibilities***

- 1. Preparation and distribution of monthly financial reports, including variance analysis and commentary.**
  - / Accurate and timely financial reporting Compliance with Accounting standards
  - / Appropriate and relevant analysis and commentary on key performance indicators
  - / Ongoing development of financial performance analysis
- 2. Consolidated Reporting**
  - / Timely and accurate regulatory reporting, including Quarterly Finance Report and Annual Aged Care Financial Report
  - / Quarterly and ad hoc industry benchmarking reporting (Stewart Brown)
  - / Annual Statutory Accounts
  - / Other ad hoc reporting as required.
- 3. Fixed Assets & Capital Project database**
  - / Timely and accurate recording of Fixed Asset Purchase and Disposal Asset Depreciation in line with organisational policy
  - / Accurate recording of financial transactions relating to capital projects

**4. Refundable Accommodation Deposit Management**

- / Management of the Bond register in line with legislation
- / Monthly reconciliation of Refundable Accommodation Deposit Holdings
- / Preparation of Annual Prudential Compliance Report
- / Annual distribution of Resident Bond Register entries

**5. Balance Sheet Reconciliations**

- / Accurate and complete financial reporting
- / Cashflow Reporting
- / Daily update and distribution of cashflow movements and forecasts

**6. Regular communication with key internal stakeholders Key outcomes:**

- / Understand key performance issues.
- / Ensure financial processes meet the ongoing needs of the business Ensure financial processes comply with relevant legislation.
- / Provision of support and advice in regard to budget and financial management processes.

**7. Ensure all financial processes comply with relevant standards, legislation, organisational policy, and best practice.**

- / Sound understanding of all financial processes including Accounts Receivable, Accounts Payable and Bank Reconciliation processes.
- / Compliance in all financial processes
- / Guidance and assistance to Finance and other staff as required, to ensure compliance.

**8. Lead and participate in process improvement and change management activities Key outcomes:**

- / Regular review of all financial management processes and systems
- / Identify and encourage team members and other staff to identify process improvement opportunities in financial management processes and systems.
- / Effectively communicate, discuss, and implement process improvement activities.
- / Effective participation in process improvement and system improvement and implementation projects

**9. Assist in the preparation of annual budgets Key outcomes:**

- / Timely and accurate key estimates
- / Participation in establishment of annual budget parameters
- / Participation in the ongoing review and improvement of budget processes

**10. Compliance with and development of Internal Controls Key outcomes:**

- / Ensure all financial processes are compliant with organisation policy and procedure relating to internal controls.
- / Ongoing review and development of internal controls in response to business process changes

**11. Assistance with other Finance tasks and processes as required to meet objectives and deadlines.**

- / Provide assistance to other Finance staff to ensure deadlines and other team objectives are met.

**12. Respect and maintain confidentiality in all matters related to financial information, the client and organisation and comply with appropriate legislation e.g., privacy.**

- / Compliance with Privacy legislation. Protection of client information

## **Selection Criteria**

### **Essential**

- / Appropriate tertiary qualification in Accounting or a related discipline.
- / CA / CPA qualified.
- / Experience in the provision of financial management reporting in a large and/or complex organisation including written analysis.
- / Experience with managing finance related projects including implementation of business and system improvements.
- / Proven level of interpersonal skills including the ability to establish good working relationships with customers and colleagues, ability to produce written reports and discussion papers.
- / Experience in review and identification of process improvement opportunities and implementation.
- / Experience with computerised financial databases and high level skills with the Microsoft suite of products (Word, Excel, Outlook, Power point).
- / Demonstrated commitment to customer service.
- / Demonstrated organisational and time management skills including the ability to use initiative, perform under pressure to complete multiple tasks with conflicting priorities with minimal supervision
- / Ability to initiate and maintain effective working relationships at any level within a large scale organisation
- / Ability to interpret and apply relevant legislation
- / Demonstrated problem solving skills including conflict resolution and change management
- / Demonstrated ability to work effectively within a team
- / Empathy and understanding for aged residents and their families or other representatives

### **Desirable**

- / Experience in the aged care industry.

## *Customer Service, the Helping Hand Way*

We deliver our service guided by our *Five Golden Standards*

- 1 We always offer choice.
- 2 We engage.
- 3 We speak clearly, politely and respectfully.
- 4 We deliver on our promises.
- 5 We make their day!

### *Helping Hand's Code of Conduct*

Our Code of Conduct reflects *The Helping Hand Way* and expects you to act with:

#### *Compassion*

- / Demonstrate your concern for others and do everything you can to help.
- / Recognise and consider people's feelings and circumstances.
- / Treat others with respect, courtesy, care and compassion.
- / Support and value the contribution of other team members.

#### *Respect*

- / Recognise and consider people's feelings, choices and rights.
- / Maintain the privacy and confidentiality of others at all times.
- / Conduct yourself with honesty, fairness and integrity.

#### *Excellence*

- / Undertake your work with professionalism, to a high standard and with the appropriate skill and care.
- / Take responsibility for your actions and behaviours.
- / Strive to improve the quality of services to our clients and to each other.
- / Go the extra mile in order to deliver the best outcomes.
- / Strive to create new and better ways of doing things.

#### *Community*

- / Foster connection with our clients, our teams, each other and our community.
- / Value and support difference in our community and value the contribution that difference provides to us.

### *Work, Health & Safety*

*Arrive Safe, Work Safe and Go Home Safe*

- / Make sure you keep your safety and others safety top of mind. Work safe all the time!
- / If you notice someone doing something unsafe, ask them to stop or find a safer way.
- / Do the training we ask you to do, it's for your own and others safety.
- / If you notice something that is a potential risk or hazard to your safety or others safety, report it. Hazards can turn into accidents! Watch out for spills, things in the way of people, equipment that isn't working.
- / If you report it, be a part of the solution. We need your ideas, solutions and feedback.
- / If you need equipment to do your job safely, make sure you use it. It's there to keep you safe.
- / If equipment isn't working properly, tell everyone around you and then tell us so we can fix it.
- / If you are involved in an incident or are injured, tell us straight away. Your supervisor will be able to help you.