

Position: Corporate Accountant	Service: Support Centre
Department: Finance	Updated: November 2017
Conditions: Individual common law contract, full time	

Purpose of the role

The Corporate Accountant will support the organisational finance function in the preparation and consolidation of statutory accounts, financial reports, financial accounting and analysis, budgets and business plans as well treasury and cash flow management.

Operating environment

This position is located in Milton in the Support Centre of Lutheran Services, a respected not-for-profit organisation providing services in the fields of aged care, disability, family support, youth support and chaplaincy in Queensland.

Reporting Relationships

The role reports to the Finance Manager – Corporate & Systems. This position will support the senior executive team and governance bodies with the provision of financial reports, insights and guidance on matters relating to their portfolios. The role also supports the Finance Managers – Operations in the provision of treasury services and whole of organisation financial accounting. This position will have direct management of two assistant accountants.

Major Responsibilities

Within the policies established by Lutheran Services and working in collaboration with relevant managers and employees, the occupant of this position will be responsible for the following duties:

- Preparation of organisational statutory financial statements and assist with coordination of the whole of organisation audit and compliance processes.
- Monthly financial accounting, reporting and analysis including advising and working with line of business budget owners.
- Preparation of annual and project budgets and coordination and consolidation of the whole of organisation budget.
- Preparation, reporting and management of short, medium and long term cash flow forecasts incorporating operational and capital forecasts and expectations.
- Liquidity and treasury management including assessment and recommendation of financing strategies and investment options.
- Contribute to the ongoing design and implementation of whole of organisation financial and accounting processes.
- Coordination and preparation of whole of organisation financial accounting and reporting.
- Contribute to financial process improvement and development opportunities.
- Support the organisational finance function in all aspects of finance including business case development, financial modelling, capital projects, activity costing, financial due diligence etc.
- Other project and miscellaneous duties as required.

Qualifications and experience

The successful applicant will be degree qualified and have several years relevant experience. Membership of ACA or CPA is desirable but not essential. The successful applicant must have good statutory account preparation, cash flow forecasting, budgeting and management reporting skills as well as strong all round finance knowledge, skills and demonstrated experience. This role is required to be able to demonstrate a strong customer service ethic and excellent communication skills.

The incumbent may be required to provide information in relation to pre-existing medical conditions or injuries relevant to this position and submit to a pre-employment medical.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organisation.
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