

## Position Description: Accounting Manager

**Role:** Accounting Manager

**Department:** Finance

**Role reports to:** Financial Controller

**Classification/Level:**

**Location:** North Ryde

Our Vision and Organisation's Purpose	
Communities collaborating to create opportunity and improve quality of life. We provide innovative services which support individuals, strengthen communities and enhance physical, social and emotional wellbeing.	
Position Summary and Purpose	
The purpose of this position is to manage the day to day duties of the regional finance team (including Customer Administrators and Accounts Payable), ensure appropriate accounting control procedures, apply accounting principles to analyse financial information, and, prepare accurate and timely financial reports and statements.	
Reporting lines and stakeholder relationships	
<p><b>Internal:</b> This position reports directly to the Financial Controller. The position will work closely with the Financial Controller, Chief Financial Officer, Central Finance Team, Regional Management Team and Portfolio Managers.</p> <p><b>External:</b> Key working relationships are with: Financial Institutions, Insurance Institutions, Legal Representatives and the ATO, External Auditors.</p>	
Key Result Areas	1-6
<p><b>Accounting / Financial</b></p> <ul style="list-style-type: none"> <li>Support the Financial Controller and Chief Financial Officer in developing regional timetable for the annual business plan and budget, and ensure the effective implementation through monthly review and bi-annual reforecast</li> <li>Coordinating and participating in various budget processes and preparing various management reports</li> <li>Perform activities associated with organisational financial planning and/or management accounting reports</li> <li>Manage general accounting functions, specifically processing basic and routine functions related to Accounts Payable and/or Accounts Receivable and general Accounting duties, including invoicing, preparation and processing of cheques, performing bank reconciliations, compiling debtor statements and statutory returns, performing petty cash reconciliations and preparing related documentation and correspondence</li> <li>Ensure timely NDIS claim and relevant reports preparation</li> <li>Prepare financial acquittal to funding bodies</li> <li>Prepare financial year end audit</li> <li>Maintain effective financial/management accounting controls and systems</li> <li>Coordinate the year-end schedule across the region, ensuring that all financial and non-financial information is provided to Central Office within the agreed timetable</li> </ul> <p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>Develop strong working relationships with key stakeholder groups internally and externally</li> <li>Work with Portfolio department for P&amp;L enquires and variance analysis</li> <li>Liaise with program managers and regional finance team members for annual budget preparation</li> </ul>	

**Quality / Compliance**

- Maintain Security/Integrity of filing system
- Develop reports as required

**WHS & Risk**

- To help ensure the healthy safety and welfare of self and others working in the business.
- Demonstrate and promote safe and healthy work practises at all times.

**Key Competencies**

- High level of accuracy and attention to detail
- Excellent planning and organising skills with ability to prioritise, meet deadlines and work well under pressure
- Analysis, judgement and problem-solving skills
- Strong communication and superior interpersonal skills with an ability to manage conflict and change
- Ability to work both collaboratively and as part of a team with a flexible approach

**Skills/Knowledge/Experience**

- Accounting qualifications and experience required
- Experience within the community services sector desirable
- Proven experience dealing with sensitive and confidential information
- Knowledge of and/or experience with Microsoft Navision
- Police Check/Criminal History Check – essential
- Working with Children Check – dependent upon role

**ACKNOWLEDGEMENT**

I have read, understood and accept the responsibilities of my role as outlined in this job description.

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	