

# Position Description

# Accountant

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| Job title | Accountant |
| Classification | Support Services |
| Program/Department | Finance |
| Reports to | Manager, Finance |
| Supervises | N/a |

About Noah’s Ark

Noah’s Ark is a not-for-profit community organisation providing early childhood services to children (primarily from ages 0-12), with disabilities and additional needs. We are the largest early childhood intervention service operating in Victoria and the ACT.

We are driven by a strong philosophy and core values, and have always placed children and families at the centre of all the work we do. We value all our staff and strive to provide a positive working environment where everyone feels supported, valued and able to achieve their goals.

Our staff have a passion for transforming the lives of children and are united in a commitment to providing quality services. We know that the work we do with children and families can make a profound difference.

Position summary

The primary focus of the role is to manage the day to day accounting functions of Noah’s Ark to ensure the efficient and effective delivery of professional accounting duties to the organisation.

The role will also assist the Manager, Finance to:

* Develop and ensure compliance with Noah’s Ark’s policies, procedures and financial processes.
* Ensure compliance with accounting standards, funding body contracts and relevant legislative requirements.

Key responsibilities/duties

Assist the Manager, Finance to:

* Develop financial policies, procedures, systems and processes focussed on continuous improvement
* Develop the systems that support the Financial processing and reporting structure
* Ensure that Noah’s Ark financial policies and procedures are complied with
* Ensure that Noah’s Ark meets all reporting and regulatory requirements

#### **Duties include but not limited to:**

* Prepare General Ledger to trial balance for monthly reporting
* Preparation of Monthly Management Reports
* Prepare monthly journals including ABC allocations
* Upload Payroll journals to the General Ledger
* Reconcile all Balance Sheet accounts
* Prepare monthly IAS and Quarterly BAS and annual FBT return.
* Assist Finance Manager with Annual Budgets and forecasts
* Maintain Finance Procedures Manual
* Liaise with all sites on all accounting queries
* Assist in the preparation of statutory accounts and the year end audit

#### **Finance Systems**

* Maintenance and development of Finance Systems
* Development and maintenance of the Financial reporting Systems including creating reports by using programming skills.
* Assist with the development and ongoing review of systems to ensure they reflect best practice and are appropriate to the needs of the organisation
* Maintenance of manuals and documentation of processes and procedures.

Key result areas

**Deliverables**

* Commitment to the delivery of departmental goals
* All transactions are inclusive of supporting documentation
* Is compliant with all aspects of accounting and administration requirements
* Is able to prioritise and complete tasks in a timely manner
* Prepares data in an accurate, timely and complete manner and in accordance with Noah’s Ark’s policies and procedures
* Identifies, analyses and resolves outstanding items promptly and accurately
* Demonstrates understanding and knowledge of Noah’s Ark’s programs
* Establishes and maintains an effective and satisfactory relationship with all customers – internal and external
* Displays willingness to support and assist others, shares knowledge openly, and contributes to the team
* Is receptive and open to feedback
* Continuously strives to improve practices.

**Relationships**

* Develop and maintain effective internal relationships across all areas of Noah’s Ark including:
* Ensuring effective working relationships with all team members
* Working effectively with other sites, regions and divisions of Noah’s Ark.
* Develop and maintain effective relationships with external clients, suppliers, tradespersons, landlord and any other external stakeholders.

**Professional development**

Manage own performance and improvement including effective participation in the Noah’s Ark Performance Development Process.

Selection criteria

**Qualifications**

* A relevant tertiary qualification
* Degree level qualification in Accounting preferred.

**Knowledge and Experience**

* Demonstrated understanding and experience in Accounting
* General understanding of financial and organisational liabilities and requirements within a not-for-profit framework
* High level of computer literacy
* Systems development and broad experience and knowledge of accounting and business intelligence systems including programming skills. It would be highly desirable to have experience using Jedox or a similar system.
* Prepares data and reports in an accurate, timely and complete manner and in accordance with Noah’s Ark’s policies and procedures
* High attention to detail and analytical skills
* Excellent organisational skills and ability to set priorities and plan own workload to meet timelines
* Ability to be self-motivated – able to work autonomously, show initiative and be proactive
* Administrative skills
* Ability to disseminate information and share knowledge through appropriate and effective communication techniques
* Establish and maintain effective and satisfactory relationships with all customers
* Continuously striving to improve practices.

**Interpersonal Skills**

* Highly developed written and verbal communication and interpersonal skills
* Negotiation and problem solving skills
* Ability to collaborate within a management team
* Team Player – ability to work in a consultative and team environment

Prerequisites

* Satisfactory National Police Record Check
* Current Working with Children Check
* Disability Worker Exclusion Check
* Current Driver’s Licence with access to own vehicle

Working at Noah’s Ark

All staff:

* Work within an environment of quality service and continuous quality improvement.
* Are expected to behave in accordance with the provisions of the Code of Conduct.
* Take responsibility for a safe and healthy work environment and a workplace free from discrimination and harassment.
* Are expected to maintain knowledge of, and comply with Noah’s Ark’s policies, procedures and practices.

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| **Staff member signature** |  | **Chief Executive Officer signature** |
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| **Date** |  | **Date** |