

POSITION DESCRIPTION

Graduate Accountant

OVERVIEW

Program:	Finance
Reports to:	Finance Manager
Supervise:	Nil
Date of Last Review:	February 2021
Classification:	Social and Community Services Employee Level 3 Sacred Heart Mission Enterprise Agreement 2018 or successor Agreements
Victorian Portable Long Service Benefits Scheme	This role has been deemed eligible to participate in Scheme

ORGANISATION CONTEXT

Sacred Heart Mission (SHM) works with people whose capacity to participate fully in community life is affected by deep, persistent disadvantage and social exclusion. Since opening our doors in 1982, the Mission has been providing a range of innovative, relationship-based service responses which enable people to overcome disadvantage and realise their full potential. As a trauma informed organisation, our shared recognition of the impact of trauma informs and guides all of our interactions with the people who access our services.

SHM is an Equal Opportunity Employer and an Environmental Sustainability driven organisation. We provide equal employment opportunities to all employees without regard to race, colour, religion, gender, national origin, age or disability. We ensure staff and volunteers operate from fit for purpose facilities that adopt green building design and practices.

SHM has a number of staff committees across the organisation committed to championing best practice in these areas. Our EEO groups lead by example to break down the barriers to inclusion and to foster a diverse workplace where people are free from discrimination and disadvantage and are treated with respect and dignity. Our Green team has set targets for developing SHM's environmental profile as a sustainable organisation and as a leader in the sector.

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VISION

Our vision is of an inclusive, fair and compassionate community, which enables people to overcome disadvantage and realise their full potential.

MISSION

Our mission is to build people's capacity to participate more fully in community life, by addressing the underlying causes of deep, persistent disadvantage and social exclusion.

We do this by:

- Ensuring access to the necessities of food, clothing, housing, health care and specialised services.
- Listening, understanding and responding to people in a holistic, caring, and respectful way, so they can take control of their lives.
- Delivering accessible, responsive, evidence informed and innovative services.
- Welcoming people in the spirit of social justice, co-operation and partnership to create better communities.
- Engaging sector partners, researchers, philanthropy, business, government and the broader community, to contribute their time, expertise and resources.

PROGRAM INFORMATION

The Business Services (finance) supports Sacred Heart Mission by accounting for, paying, supporting and reporting to Board, Executive operations and managers from a financial point of view.

PURPOSE OF THE POSITION

The position supports and actively participates in all accounting functions to ensure accuracy of accounts, timeliness of reports and meets deadlines including for paying, collecting and reconciling transactions.

The position also supports and helps program managers with budgets, reviewing actual to budget and variances.

The role adheres to current accounting standards, and policies and procedures. The incumbent is also encouraged to review and participate in improvement in processes within the finance team

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KEY RESPONSIBILITIES

Accountability	Major Activities
Banking & Reconciliation	<ul style="list-style-type: none"> ▪ Processing of debtor's receipts and other transaction from bank statements ▪ Upload bank statements into BC365 and match items ▪ Daily reconciliation and ensure that all unreconciled items are investigated. ▪ Monitoring of cash balances and maximising cash flow
Reporting	<ul style="list-style-type: none"> ▪ Ability to run end of month reports Jet ▪ Run Op Shops Power BI or other reports as required ▪ Analyses & investigation of variances and KPI monitoring
General Ledger	<ul style="list-style-type: none"> ▪ General Journal entries and preparation as required – but particularly end of month accruals and estimates. ▪ Reconciliation of Balance sheet accounts ▪ Investigation of unusually or large variances particularly for locations undertaken during this year's budget. ▪ Provide information to auditors ▪ GST returns as required for all entities
Budgets & forecasts	<ul style="list-style-type: none"> ▪ Assist Program Managers and Coordinators to input budgets on Magiq ▪ Calculate Allocations for back office ▪ Assist Program Managers and Coordinators to provide the true roster for wages calculations which represents the normal cost fortnightly
Finance	<ul style="list-style-type: none"> ▪ Other finance tasks as required ▪ Backup accounts payable and receivable ▪ Reconciliation of Petty cash and credit cards via flexi purchase ▪ Other adhoc projects as required ▪ Automate processes and reduce manual processing particularly for SH Local

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	<ul style="list-style-type: none"> Assist with collection of debts SH Com and SH Local
Health & Safety	Exercise a duty of care to work safely, taking reasonable care to protect your own health and safety and that of your fellow workers, volunteers and clients including following safe working procedures and instructions.
RISK	All SHM staff are responsible for considering, identifying and addressing risk (the effect of uncertainty on objectives) whether positive (opportunities) and/or negative (threats).
CQI (Continuous Quality Improvement)	All SHM staff are responsible for identifying areas of the strategic plan that 'add value', and for implementing and monitoring CQI initiatives. Staff are open to new ways of doing things, respond to challenges with innovative ideas and solutions and promote a continuous quality improvement culture.
TIC (Trauma Informed Care)	All SHM staff are responsible for engaging in learning and development to integrate their understanding of and responsiveness to the impact of trauma within their work including active participation in the supervision and performance development process.

MANDATORY REQUIREMENTS

- Entitlement to Work in Australia
- A current Criminal Records Check

QUALIFICATIONS

Essential

Completion of a degree qualification in relevant subject

Desirable

Undertaking Chartered Accountant or similar professional qualification

KEY SELECTION CRITERIA

- Experience using BC365
- Strong MS Excel and Word skills
- Excellent communication skills, both verbal and written

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- High level interpersonal skills, with a demonstrated capacity to work collaboratively with others and exercise influence in a diversity of contexts.
- Ability to participate collaboratively and constructively within teams of peers, staff and other stakeholders, as well as initiative and effective personal judgement when working alone.
- Strong alignment with the values of Sacred Heart Mission.

APPROVED BY MANAGER

ACCEPTED BY STAFF MEMBER

DATE

POSITION DESCRIPTION SHOULD BE REVIEWED ANNUALLY OR WHEN POSITION CHANGES

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