



## POSITION DESCRIPTION

Position Title:	<b>Senior Financial Accountant</b>
Location:	Head Office, Box Hill
Reporting to:	Financial Reporting Manager
Direct Reports:	2

### ORGANISATIONAL CONTEXT

#### Our Vision

The St Vincent de Paul Society (**the Society**) aspires to be recognised as a caring Catholic charity offering 'a hand up' to people in need. We do this by respecting their dignity, sharing our hope and encouraging them to take control of their own destiny.

#### Our Mission

The Society is a lay Catholic organisation that aspires to live the gospel message by serving Christ in the poor with love, respect, justice, hope and joy, and by working to shape a more just and compassionate society.

#### Our Values

- **Commitment:** Loyalty in service to our mission, vision and values;
- **Compassion:** Welcoming and serving all with understanding and without judgement;
- **Respect:** Service to all regardless of creed, ethnic or social background, health, gender, or political opinions;
- **Integrity:** Promoting, maintaining and adhering to our mission, vision and values;
- **Empathy:** Establishing relationships based on respect, trust, friendship and perception;
- **Advocacy:** Working to transform the causes of poverty and challenging the causes of human injustice; and
- **Courage:** Encouraging spiritual growth, welcoming innovation and giving hope for the future.



## Organisation Structure

The Society “Group” in Victoria consists of two core operations:

1. The **St Vincent de Paul Society Victoria** (the Society) and its subsidiary:
  - **Society of St Vincent de Paul (Victoria)** (referred to internally as the “property company”); and
2. **VincentCare Victoria** (VCV), including its subsidiary;
  - **VincentCare Community Housing (VCCH)**, which also holds a 50% share of a joint venture with Anglicare known as **Compass Leaving Care** (CLC).

In 2020, the central offices of the two core operations were co-located in Box Hill. A transition to a shared services model (including HR, Finance, ICT, Property Infrastructure and Procurement, Risk and Marketing, Fundraising and Communications) was completed in 2021, which provides internal services for all entities across the Group.

### St Vincent de Paul Society of Victoria:

The Society is a well-recognised and highly regarded charitable organisation established in Australia in 1854. Staff, volunteers and members provide practical support, advocacy and friendship to the most vulnerable in our community.

The Society is primarily funded through its retail network of Vinnies shops and its fundraising activities which help to deliver material assistance and companionship to those in need through its home visitations, assistance centres, soup vans and a range of education programs.

In 2022/23 reported revenue was approximately \$82 million, with a workforce of 511 staff, 8,500 volunteers and 3,500 members.

### VincentCare:

VincentCare provides a range of professional accommodation and support services to people that are facing disadvantage and those that are ageing throughout metropolitan and regional Victoria.

Predominantly government funded, the primary focus of VincentCare and VCCH is to:

- provide quality services for people at risk or experiencing homelessness, people with a disability, and men and women struggling with complex needs including substance abuse and mental health issues; and
- advocate for vulnerable and disadvantaged people, respect their dignity and rights and understand their needs so as to provide them with support and encouragement and enable greater independence.

In 2022/23 reported revenue was approximately \$43 million, with a workforce of 185 staff, and 100 volunteers.

COMPASS Leaving Care (CLC) provides transitional housing solutions for disadvantaged youth.



## OUR CHILD SAFETY COMMITMENT

St Vincent de Paul Society (the Society) is committed to the safety and wellbeing of all children and young people. Our members, volunteers and employees understand that child safety is everyone's responsibility and is at the centre of all that we do and every decision we make.

We have zero tolerance for child abuse or neglect.

We are committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect them. This includes but is not limited to the cultural safety of Aboriginal & Torres Strait Islander children, children from diverse cultural, linguistic, and/or religious backgrounds, children who identify as lesbian, gay, bisexual, transgender, queer, intersex, asexual (LGBTQIA), and children with a disability.

Whilst all Society programs and activities may not involve regular contact with children by members, volunteers and employees, it is the decision of the Society State Council that all Society programs and activities will be subject to the Child Safety Policy.

## PURPOSE OF THE ROLE

The purpose of the **Senior Financial Accountant** role, reporting directly to the Financial Reporting Manager, is to provide financial advice and support, within the context of shared services across the Group. The role will be accountable for all aspects of financial control and statutory reporting in compliance with generally accepted accounting principles, Australian accounting standards, the Group strategic plan and relevant policies and procedures. More broadly, the role will also support the members and volunteers in their responses to the most disadvantaged in our communities.

This role encompasses:

- manage the month end and year end process ensuring proper internal controls over transaction recording and cut off's;
- reconciliation of all accounts across all legal entities in the Group;
- statutory reporting in compliance with applicable Australian accounting standards;
- assets and lease accounting in line with policies, procedures and Accounting Standards;
- accurate recording, and reconciliation of intercompany transactions and settlements;

## KEY ACCOUNTABILITIES

Key Accountability	Deliverables
Contribute to the organisational culture	<ul style="list-style-type: none"> <li>• Demonstrate understanding and empathy with the mission and ethos of the St Vincent de Paul Society and ensure the Society's values are incorporated into all aspects of the performance of the role;</li> <li>• Respect the Catholic values inherent within the Mission of the organisation and the expression of spirituality and reflective practice in the workplace;</li> <li>• Positively contribute to and influence organisational culture;</li> <li>• Actively participate in activities that develop your personal and professional skills, knowledge and experience;</li> <li>• Regularly attend and actively participate in all team / divisional and organisational meetings; and</li> <li>• Contribute to developing a culture of continuous improvement and respond positively to change.</li> </ul>
Safety	<ul style="list-style-type: none"> <li>• Take reasonable care for your own safety and that of others that may be affected by your actions or lack of actions;</li> <li>• Identify and report hazards within 24 hours of them occurring on the incident reporting system; and</li> <li>• Manage day to day risks in line with policy and procedures.</li> </ul>
Financial Control and Governance	<ul style="list-style-type: none"> <li>• Accountable for the effectiveness and continuous operation of the system of financial internal controls for the Group (and CLC);</li> <li>• Responsible for monthly reconciliations of all accounts for the Group, ensuring transactions and balances are accurate and current;</li> <li>• Maintain a consistent chart of accounts structure across the Group for efficient reporting;</li> <li>• Ongoing review of access controls to the banking system to ensure segregation of duties and that all payments are duly approved in line with best practices and Group Delegation of Authority;</li> <li>• Ongoing liaison with key stakeholders (e.g. Payroll, HR, State and Federal Government departments and other internal/external stakeholders) to stay up to date with regulatory changes and ensure accurate reflection in the financial statements;</li> <li>• Manage the month-end process through preparation and circulation of monthly timetable and proper internal controls over transaction recording and cut offs;</li> </ul>



Key Accountability	Deliverables
	<ul style="list-style-type: none"><li>• Review of payroll journals to ensure they reflect correctly the movements in leave balances and other regulatory requirements; and</li><li>• Collaborate with peers within the Finance team to ensure accurate accounting of all funding received which complies to the agreement and applicable accounting standards.</li></ul>
Statutory Reporting and Audit	<ul style="list-style-type: none"><li>• Collaborate with the Financial Reporting Manager for the timely and compliant delivery of the Annual Statutory Accounts for all Group entities (and CLC) through proper planning and management of audit timetable;</li><li>• Liaise with all internal stakeholders to ensure key milestones are met for the successful completion of the interim and final audits for all Group entities and CLC;</li><li>• Continuously improve the process of statutory reporting through systems improvement and automation for ensuring efficiency, data integrity and nil adverse findings and material adjustments; and</li><li>• Compliance to all relevant Australian accounting standards and concepts including ensuring all accounting policies and procedures of the Group remain current and compliant through participation in regular external professional briefing forums and training.</li></ul>
Asset and Leases Management	<ul style="list-style-type: none"><li>• Accountable for the accurate management of the fixed asset register inline with Group policies and Accounting standards;</li><li>• Ensure all fixed assets and WIP reconciliations are completed and reviewed on a monthly basis;</li><li>• Lead the annual stock take across the Group as required;</li><li>• Ensure all leases are maintained and reconciled in line with AASB16 "Leases" within the ERP; and</li><li>• Prepare the fixed asset and lease related disclosures for the consolidated financial statements.</li></ul>
Tax Compliance & Administration	<ul style="list-style-type: none"><li>• Responsible for the timely preparation, lodgement and payment of monthly BAS returns for all companies across the Group;</li><li>• Responsible for the correct GST treatment of various taxable supplies including intercompany transactions; and</li><li>• Responsible for the timely preparation and lodgment of FBT returns for all companies across the Group.</li></ul>
Bank Reconciliation and Cash Flow Management	<ul style="list-style-type: none"><li>• Be the key contact with the bankers for all companies across the Group;</li><li>• Accountable for the completion of daily bank reconciliation of all bank accounts across the Group;</li></ul>



Key Accountability	Deliverables
	<ul style="list-style-type: none"> <li>• Ensure robust internal controls and sign off in relations to outflows of cash;</li> <li>• Maintain an accurate monthly and long-term cash flow forecast for all companies in the Group;</li> <li>• Prepare cash flow forecast as part of the budget process in line with approved budget; and</li> <li>• Any other tasks as directed by the Line Manager.</li> </ul>
Investment Management	<ul style="list-style-type: none"> <li>• Develop a good understanding of the investment portfolio of the companies across the Group;</li> <li>• Ensure all financial assets are measured and accounted correctly under AASB 9 – Financial Instruments; and</li> <li>• Track and report investment return and mix of the portfolio on a monthly basis.</li> </ul>
Projects and Other deliverables	<ul style="list-style-type: none"> <li>• Lead and contribute to continuous improvement in terms of systems capability, policy compliance and integrity of process and financial systems;</li> <li>• Administrative oversight of Corporate Credit Card applications and processing including documentation and authorisation;</li> <li>• Administrative oversight of the expense management system – ProMaster;</li> <li>• Ongoing review of access controls to the banking system to ensure segregation of duties and that all payments are duly approved in line with best practices and Group Delegation of Authority; and</li> <li>• Participate in projects and other tasks as directed by Line Manager.</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>• Ensure the implementation of Group policies and procedures across areas of accountability including: <ul style="list-style-type: none"> <li>• working with team members to develop work plans aligned to the Group's objectives;</li> <li>• complete mandatory training programs; and</li> <li>• monitoring and addressing work health &amp; safety issues in conjunction with the Work Health &amp; Safety Manager.</li> </ul> </li> </ul>
Compliance	<ul style="list-style-type: none"> <li>• Ensure all work undertaken within areas of accountability complies with Group values, policies, procedures, codes of conduct and legislative/regulatory requirements and recognised accreditation standards;</li> <li>• Undertake appropriate training to support the understanding of, and compliance with, key policies including work health and safety, equal opportunities, privacy, procurement etc., to meet the required compliance obligations;</li> </ul>



Key Accountability	Deliverables
	<ul style="list-style-type: none"> <li>Participate in any periodic reviews of work practices/operating arrangements within areas of accountability to ensure potential risks/hazards/ breaches are identified and appropriately managed to meet compliance requirements; and</li> <li>Operate in accordance within the Group Delegated of Authority.</li> </ul>

## POSITION CONTACTS

Most Frequent Contacts	Internal/ External	Nature or Purpose of Contact
Financial Reporting Manager	Internal	<ul style="list-style-type: none"> <li>Line Manager</li> </ul>
Finance Operations and Reporting Manager & Executive General Manager Corporate Services	Internal	<ul style="list-style-type: none"> <li>Department Head and Executive</li> </ul>
<ul style="list-style-type: none"> <li>Manager – Financial Business Partnering</li> <li>Finance Business Partners</li> <li>Finance Operations Lead</li> <li>Finance Transformation Lead</li> </ul>	Internal	<ul style="list-style-type: none"> <li>Peer relationship in the Shared Services Finance Team</li> <li>Work in close collaboration, particularly through the shared services design and implementation program of work</li> </ul>
CEO and Senior Leadership/Executive Team	Internal	<ul style="list-style-type: none"> <li>Provide support services as required</li> </ul>
Support teams in Central Office	Internal	<ul style="list-style-type: none"> <li>Work with all staff &amp; provide professional advice and service provision as required</li> </ul>
External Auditors Fund Managers Bankers	External	<ul style="list-style-type: none"> <li>Work in collaboration to provide beneficial outcomes for the Group</li> </ul>

Most Frequent Contacts	Internal/ External	Nature or Purpose of Contact
CLC Executive Manager		

## DELEGATIONS OF AUTHORITY

You will be required to work within the Delegation of Authority policy.

## KEY PERFORMANCE INDICATORS

These will be developed by the Line Manager in consultation with the incumbent and will be regularly reviewed.

## KEY REQUIREMENTS

### Qualifications

- Tertiary qualification in Accounting, Commerce or related field (essential).
- CPA/CA qualified (essential).

### Essential Skills

- Expert knowledge of Australian accounting standards and associated legislative requirements, including recently introduced accounting standards: AASB 9, AASB 1058, AASB 15 and AASB 16.
- Expert level knowledge of preparation of statutory financial statements in compliance with all applicable laws and accounting standards.
- High level of knowledge and experience in using financial accounting and payroll systems.
- Experienced in liaising with external audit process.
- Experience of managing a busy and complex workload involving conflicting priorities, within strict timelines.
- Experience of understanding finance related policies and procedures to support organisational compliance requirements.
- Experience of working with investment advisors and banks with respect to identifying secure cash management investment options.
- Experience of working in a values-based environment.





### Skills and Attributes

- A client-focused approach to service delivery typified by the ability to quickly establish professional credibility and rapport with a range of stakeholders and communicate complex financial information to a non-financial audience in a way that they can understand.
- Highly developed communication and relationship management skills together with the ability to develop and maintain collaborative working relationships with a broad range of stakeholders.
- An analytical, pragmatic and outcomes focused approach to problem solving.
- Highly developed report writing skills, including the ability to prepare succinct management reports that will assist management decision-making processes.

### Mandatory requirements

- All appointments within the Group are subject to satisfactory completion of a police check and character/performance reference checks. Police checks will be undertaken for the selected candidate prior to any job offer being confirmed. Police checks are also undertaken on a periodic basis during the period of employment.
- All appointments are subject to disclosure of any relevant employment history of formal disciplinary action for improper or unprofessional conduct taken by current or previous employers or any other integrity body within or outside Australia.
- The incumbent for this position must have and maintain a current Victorian Working with Children Check or equivalent.

THE LIST OF RESPONSIBILITIES HEREIN IS NOT INTENDED TO BE ALL-INCLUSIVE, AND MAY INCLUDE ADDITIONAL RESPONSIBILITIES AS REQUIRED AND ASSIGNED. IT MAY BECOME NECESSARY TO MODIFY/CHANGE THESE POSITION RESPONSIBILITIES FROM TIME TO TIME.