



Position Description

Assistant Accountant

Department:	Corporate Services
Reports To:	Financial Accountant
Location:	Moorooka
Position Purpose:	To assist the Accounting Team Lead across all jurisdictions to provide timely, efficient and accurate processing of the Management Accounting reports including legislative requirements and compliance reporting. This role will participate in preparing, presenting and processing financial transactions and provide summary, comparative and estimate information and advice to the Accounting Team Lead on the organisations financial position and related matters.
Key Results Areas:	Quality of outputs outlined below.

ACCOUNTABILITY [1-4]

Has direct responsibility over	[1]	Recommends, advises, interprets	[2]
Shares responsibility with others	[3]	Provides information	[4]

Deliver the Accounting function (including but not limited to):

As part of the Accounting Team contribute to the effective day-to-day operations of the accounting functions in relation to the balance sheet accounts, NDIS, lottery, audit and related functions	[3]
Tasks include: bank and balance sheet account reconciliations, GST and BAS preparation, and posting transactions to the general ledger (e.g. Investment related transactions, NDIS etc)	[1]
Ensure the accurate and timely processing of the month end reports and audit timelines	[3]
Maintain and assist in the development of the organisation's accounting systems to support the delivery of accurate and efficient accounts including report generation	[3]
Liaise with Management and staff to identify and develop appropriate accounting, budget variation and analysis reports to support them in the administration of their line areas	[3]
Support Chief Financial Officer and Finance Manager in the development of system improvements including automation	[3]
Support and train staff in accessing online processing tools for an accurate and efficient accounting function	[3]
Manage and ensure any accounting issues are satisfactorily resolved in a timely manner and reported to your Manager where necessary (from staff, ATO, Superannuation etc.)	[3]
Oversee the development and maintenance of all accounting related information on the organisation's Intranet	[3]
Review and update accounting business processes on a regular basis and communicate with staff.	[3]



- Work closely with the organisation’s Internal and external Audit areas to ensure compliance with audit requirements and investigate all audit findings and recommendations. [2]
- Provide accurate and timely advice to management and staff, and are keep up to date with legislation, policy and system changes [3]
- Back up for other areas in the Finance Team – Accounts and Payroll and Finance Officer [1]

General

- Other duties as directed by the Finance Manager [1]
- Collaborate with all members of the organisation, shares knowledge and expertise, provides guidance to less experienced team members [1]
- Ensure internal and external opportunities for evaluation, learning, knowledge sharing and innovation are maximised [1]
- Lead and/or contribute to the review of workplace health and safety procedures, including investigating of incidents and the identification and management of hazards [1]
- Lead and/or contribute to the development and review of Deaf Services quality management system [1]
- Maintain a register of contractors and relationships with them. [1]

DECISION MAKING

Decisions

Day to day management of Accounting, NDIS, lottery, audit and related functions

Recommendations

Business system, policy and operational procedures and improvement of overall efficiency

PRIMARY RELATIONSHIPS

Internal

Accounting Team Lead

CFO

Finance Manager

Client facing staff

Managers and staff

Purpose / Relationship

Line management and development, reporting, advice and support

Assist in achieving financial management objectives

Assist in achieving financial management objectives

Collaboration, communication and teamwork

Collaboration and information

External

Business system support services

ATO and other regulators

Suppliers and customers

Purpose / Relationship

Maintenance and development of functionality of business systems

Quality relationships and outcomes

Processing liabilities and other payments

Persons/functions that report to this position

Nil

Role / Relationship

KNOWLEDGE AND SKILLS

Requirement for skills / Knowledge in this position

[N] None
[M] Moderate

[L] Little need
[I] Important

[D] Desirable
[C] Critical

	N	L	D	M	I	C
Leading				*		
Innovating				*		
Planning					*	
Organising					*	
Patience & Friendliness						*
Customer/Client Orientation						*
Financial Acumen						*
Administration						*
Auslan					*	
Professionalism						*
Acceptance						*
Problem Solving						*
Deciding						*
Implementing						*
Communicating						*
Flexibility						*
Consulting					*	
Participating					*	

SELECTION CRITERIA

Essential

- Qualifications in Finance/ Accounting
- Demonstrated organisational skills including the ability to determine priorities consistent with changing demands
- Ability to deal with confidential information in a professional manner.
- Effective verbal and written communication skills and the ability to liaise with a diverse range of people
- Experience in general administration, regulatory and compliance work
- Good working knowledge of AX accounting software or similar ERP software applications
- Intermediate level Excel skills.
- Demonstrated ability to work independently and as part of a team.
- Demonstrated commitment to high quality outcomes, including attention to detail.
- Experience developing and managing relationships with internal and external customers, business partners and stakeholders
- Positive and flexible attitude



Desirable

- An understanding of the community or not for profit sector.
- Strong financial background including budget development and monitoring, costing, financial modelling and investment monitoring
- Auslan skills, or willingness to learn.

Please sign below your agreement of the above position description

Print Name

Signature

Date