

POSITION DESCRIPTION



COMMUNITY HOUSING LTD
GROUP OF COMPANIES

FINANCIAL ACCOUNTANT

Location: Melbourne CBD

Reports to: Finance Manager (VIC)

Supervises: Nil

CHL Capability Band: #1

Primary Purpose:	As the Financial Accountant you will support the VIC Finance Manager complete accurate financial reporting. This role is critical in maintaining the financial health of the organisation and ensuring timely reconciliations.
Context:	This is an important role contributing to CHL's vision of a world without housing poverty and supporting CHL's values, vision and goals. Staff in this role are expected to assume a positive and balanced approach to work. This includes actively working towards a healthy and respectful environment free from harassment and discrimination.
Work Health & Safety	Ensure all tasks and activities associated to the role's operations comply with WHS legislation, relevant State jurisdiction and CHL health and safety policies, procedures and directions
Responsibilities:	At all times ensuring a high level of attention to detail, the Financial Accountant will ~ <ol style="list-style-type: none"> 1. Complete monthly processes including journals and balance sheet reconciliations. 2. Assist with acquittal reporting to external parties. 3. Prepare and assist with internal and external audit requirements 4. Assist with annual budgeting process. 5. Ensure compliance with accounting standards, regulations, and company policies 6. Provide additional appropriate support to wider team and organisation.
Technical Skills, Experience & Qualifications:	<ul style="list-style-type: none"> • Business degree – Accounting, Commerce or Economics • Minimum 3 years' financial accounting experience in a complex organisation • High level of attention to detail • Competent in Microsoft 365, primarily Excel • Commitment to the right of every person to good quality housing • Satisfactory Police Check
Key Capabilities:	<p>Achieves Results – Monitors work progress and manages priorities with a commitment to achieving quality outcomes</p> <p>Resilience – Achieves work objectives, even in difficult circumstances, whilst remaining positive and calm</p> <p>Continuous Improvement – Look for and take advantage of opportunities to learn new skills in order to achieve work goals. Is adaptable in approach and willing to be flexible to accommodate the changing needs of the team and the environment</p> <p>Teamwork – Openly shares information, participates and contributes to team discussions and goals</p> <p>Proactive – Takes action to avoid potential problems or minimise their impact</p> <p>Communication – Presents messages in a clear and precise manner using appropriate language</p> <p>Professionalism & Accountability – Takes responsibility for own work tasks, utilises the specialist expertise of others within CHL and contributes own expertise to achieve outcomes for the business unit</p> <p>Probity – Adopts a principled approach, adhering to CHL's policies and procedures</p>