

Junior Assistant Accountant Position Description



Position title	Junior Assistant Accountant
Department	Finance
Reporting Manager	Finance Manager
Direct Reports	n/a
Date prepared	2 November 2023

Position Summary

The Junior Assistant Accountant assists the Financial Accountant and Finance Team with the data-entry, customer payments allocations, account payable and bank reconciliation process.

Responsibilities and Duties

- Providing support to the Finance and Operations team
- Maintaining an accurate and timely Cash Receipting and Cash Matching / Accounts Payable function
- Performing daily bank reconciliations and client accounts reconciliation
- Responding to clients' accounts queries
- Assisting the Finance Manager with the financial processing, management, and reporting for Learning Links.
- Providing financial, administrative, and clerical support within the finance team.
- Performing duties in alignment with Learning Links' accounting policies, transactions, procedures, and practices and making sure they are carried out in accordance with accounting standards and all laws and regulations.

Key Performance Indicators

- Process cash matching on daily basis and ensure no discrepancies at Month end
- Complete all assigned month end tasks on or before deadline set by Finance Manager
- Support the accurate processing of gift cards including purchasing, receipting and distribution.
- Proper record of inventory transfer in Salesforce to minimize Year end stock adjustment
- Update Club session paperwork on Excel register with no missing document at Year end
- Proper filing of Housie finance documentations for Statutory audit purpose

Support Office

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learninglinks.org.au

ABN 71 097 577 636

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- Ensure all Housie purchases and Jackpots are approved by manager and paid on time
- Carry out quarterly stocktake exercise to ensure the stock are accounted for properly
- Ensure Club session book, receipt book and Housie portal cash balances are reconciled

Relationships

- Clients
- Managers
- External suppliers
- Other departments internally – Customer Care, HOUSIE, Marketing, Fundraising, Finance, People and Culture, IT and Quality Risk and Compliance

Qualifications, Skills and Experience

- An Accounting degree or studying toward
- Excellent time management skills including the ability to meet deadlines
- Positive team player with a collaborative focus
- Detail oriented with a strong commitment to quality
- Strong MS Excel skill
- Self-starter with a positive and 'can-do' attitude and a strong work ethic
- Prior experience in accounting software would be an advantage

Physical Requirements

- Must be able to undertake regular travel as required from time to time in the role.
- Must be able to safely lift and carry up to 10kg of weight.
- Physical ability and range of motion including ability to be sitting, standing, walking, squatting, kneeling, bending, twisting, gripping, and climbing stairs.

We acknowledge Aboriginal and Torres Strait Islander peoples as the Traditional Custodians of the lands, waterways and skies across Australia. We thank Aboriginal and Torres Strait Islander peoples for sharing and caring for the land on which we live, work, learn and play. We pay our respects to Elders past, present and future

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Learning Links Vision, Mission and Values

Our vision

To create a community where difficulties learning are no longer a barrier to a fulfilling life.

Our mission

To provide children and young people who have difficulties learning with the skills, services and family support that will enable them to realise their potential.

Our values

- Empowerment: we are resourceful, accountable, and proactive, using our initiative to achieve positive change and outcomes.
- Collaboration: we value teamwork and the strength that comes from diversity and from joining forces to make a difference.
- Excellence: we are professional, competent, and driven, striving always to be the best we can be, in everything we do.
- Integrity: we are always reliable and dependable, guided by our moral compass.

Document Control

Completed by: Finance Manager	Date: 16 February 2024
Reviewed by: General Manager, Finance and Digital Transformation	Date: 7 March 2024
Version: 2	

Employee sign off and acceptance

I have read, understand, and accept the expectations of this position description.

The statements within this PD are intended to describe the general nature and level of the work being performed. This is not an exhaustive list of all duties and responsibilities associated with the position. Management reserves the right to amend and change responsibilities to meet business and organisational needs as necessary.

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