

POSITION DESCRIPTION



COMMUNITY HOUSING LTD
GROUP OF COMPANIES

SENIOR FINANCIAL ACCOUNTANT

Location: Box Hill

Reports to: Financial Controller

Supervises: Financial Accountant

CHL Capability Band: #2

Primary Purpose:	The Senior Financial Accountant will ensure high quality financial analysis is provided to the finance management team to make informed financial decisions on behalf of the company.
Context:	This is an important role contributing to CHL's vision of a world without housing poverty and is a role model for CHL's values, vision and goals. Staff working at this level are expected to manage work practices for the health and wellbeing of staff and promote and adopt a balanced and positive approach to work.
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 Senior Financial Accountant will ~ <ol style="list-style-type: none"> 1. Complete monthly processes including balance sheet reconciliations 2. Complete Board reports 3. Liaise with financial institutions and government departments on day-to-day matters 4. Complete annual statutory accounts 5. Prepare and assist with internal and external audit requirements 6. Effectively lead, mentor, and manage staff 7. 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 • CA/CPA qualified • Minimum 5 years' financial accounting experience in a complex national organisation • High level of attention to detail • 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 – Role models responding to day to day problems and achieving work outcomes in a positive way</p> <p>Continuous Improvement – Responds proactively to a continuous improvement environment and changing circumstances and adjusts activities when necessary</p> <p>Teamwork – Offers constructive feedback and provides balanced and informed perspectives at team meetings</p> <p>Guides, Mentors Learns – Display ongoing commitment to learning and development of self and others</p> <p>Communication – Confidently presents messages in a clear, concise and articulate manner using the most appropriate medium</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 – Acts and at all times encourages others to operate within the boundaries of CHL processes, policies and legal constraints</p>