

## Westhaven Ltd

Our Vision – Live how you choose Our Core Values – C.H.O.I.C.E
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<b>Position Title</b>	Accounts Officer	<b>Reports to</b>	Financial Accountant		
<b>Number of Direct Reports</b>	N/A	<b>Position Location</b>	Dubbo	<b>Version</b>	July 2025

### Purpose of the position

- The key purpose of this position is to assist in maintaining the core accounting systems and reporting on key financial controls and flagging areas of concern. The Accounts Officer will have a portfolio of tasks and responsibilities derived from 5 core finance functions:
  - Accounts payable (including debit/credit cards)
  - Accounts receivable and debt recovery
  - General ledger accruals, provisions, and prepayments
  - Reconciliations
  - Fixed assets accounting and depreciation
- The specific tasks relating to the role will be varied over time to meet both the needs of the Accounts Officer's personal development and the needs of the organisation. A register of tasks will be kept and revised as required by the Financial Controller and will prescribe specific responsibilities for the Accounts Officer.

## Responsibilities

- Assist in managing Financial Accounting, such as
  - **Accounts Payable:**
    - Manage the shared Accounts Payable (AP) mailbox, ensuring the timely processing of all invoices.
    - Conduct weekly payment runs, ensuring all approved invoices are paid accurately and on schedule.
    - Facilitate communication with internal staff regarding invoice allocation and approval, and with vendors regarding payment status and information requests.
    - Liaise with various internal and external stakeholders to query bill discrepancies or request further information, ensuring resolution in a timely manner.
    - Process and reconcile a portfolio of rental payments in collaboration with real estate agents.
    - Manage the processing of month-end inter-entity bills and prepare for fortnightly payment processing.
    - Prepare and maintain weekly expense cash flow projections and provide updates to relevant stakeholders.
    - Reconcile the Accounts Payable ledger and monitor Prepaid Expenses account balances.
    - Review account balances with the Financial Accountant before month-end close.
  - **Financial Accounting:**
    - Prepare and process month-end General Ledger accruals and provision journals.
    - Conduct monthly balance sheet account reconciliations.
    - Develop and maintain Google Sheet reports providing breakdowns of various General Ledger balances.
  - **Other:**
    - Assist the financial Accountant with ad hoc tasks.
- **Compliance:** Ensure all financial transactions adhere to relevant accounting standards and internal policies.
- **Timeliness:** Meet all deadlines for invoice processing, payment runs, reconciliations, and reporting.
- **Accuracy:** Maintain a high level of accuracy in all financial records and transactions.

## Knowledge, Skills, Experience, and Compliance

### Knowledge

- The Accounts Officer will preferably hold an Australian Qualification Framework recognised Bachelor's degree in accounting or a related discipline, or equivalent experience

### Skills

- Competent in the use and application of Excel and Google Sheets
- Ability to work collaboratively in a team where boundaries, responsibilities, and requirements are constantly changing
- Highly organised with the ability to work under pressure
- Strong interpersonal skills, ability to communicate and relate to people at all levels
- Excellent spoken and written English
- Manage work and deadlines based on priorities
- Trust and respect others
- Celebrate success and recognize others' contributions
- Practice continuous learning

### Experience

- Must have 1 year of Accounting Experience, preferably in Accounts Payable.
- Experience using financial systems like MYOB, Xero, or NetSuite.
- Experience completing Balance Sheet reconciliations.

### Compliance

- Current valid NSW Driver's licence
- Obtain and maintain a current paid Working with Children Check (WWCC)
- Obtain and maintain a valid National Disability Insurance Scheme Workers Check (NDISWC)

### NDIS Workforce Capability Framework

- The NDIS Workforce Capability Framework describes the attitudes, skills and knowledge expected of all workers funded under the NDIS. It gives clear, practical examples and establishes a shared language of 'what good looks like' for participants when they receive NDIS services and support.
- The Framework translates the NDIS Commission's principles, Practice Standards and Code of Conduct into clear and observable behaviours that service providers and workers should demonstrate when delivering services to people with disability.
- All Westhaven employees are encouraged to review the [NDIS Workforce Capability Framework](#) for a full list of capabilities and the descriptors relevant to their role.