

<b>Position Title:</b>	Senior Accountant
<b>Division:</b>	Finance
<b>Reporting To:</b>	Financial Controller
<b>Direct Reports:</b>	NIL
<b>Stakeholders:</b>	Finance Team Operational leaders External Auditors

### ABOUT NORTHCOTT:

#### Who is Northcott?

Northcott is a not-for-profit disability service provider that works with customers to realise their potential.

As one of Australia's largest not-for-profit disability service organisations, we provide services from metropolitan and regional locations throughout NSW, QLD, and the ACT. We have more than 90 years of experience and expertise in the disability service industry.

A registered NDIS provider, we employ approximately 2,600 staff and provide empowering, personalised services to over 13,500 people with disability, their families and carers each year.

#### What do we do?

Northcott provides personalised and dynamic support, delivered by a committed team who will optimise and maximise support and services for every customer.

Our experience and expertise gives confidence to our customers they are in good, trustworthy hands, while our commitment to innovation and pushing boundaries allows us to tackle any challenge currently creating barriers for our customers to reach their potential.

#### What is our promise to each customer?

We will work creatively and relentlessly with each customer to unlock, discover and unleash their potential, supporting and empowering them to be the best they can be now and in the future.

Our customers are not numbers; they are unique individuals. We personalise our services to each customer's current and future needs and goals, every single one, to ensure their development and growth.

As advocates for our customer's inclusion, we will empower them with confidence, choice and opportunity so they can live their life, as they choose, in their own way.

#### Our Values

Our values have always been a significant part of our service to customers and they have helped shape Northcott into the wonderful organisation it is today. We are Innovative because we develop new ideas and solutions with creativity in anticipation of changing needs. We are Respectful because we believe that everyone's voice is unique and that they have the right to be heard. We are Brave because we have the courage to stand up for people with all abilities even in the face of adversity

### KEY OBJECTIVE OF THE SERVICE/DEPARTMENT:

The objectives of the Finance team are to work collaboratively, internally and externally to:

- Ensure correct and timely internal and external financial reporting;
- Comply with internal (policy-driven) and external (statutorily driven) compliance requirements;
- Ensure an appropriate level of financial control frameworks the organisation;
- Proactively help all parts of the business to understand the financial implications of the work they do;
- Raise any issues that impact on Northcott's financial results in a timely fashion;
- Ensuring the business has the appropriate financial information to ensure appropriate decision making in order to delivery on its purpose

### KEY OBJECTIVE OF THE POSITION:

The Senior Accountant (Contract) is accountable for leading end-to-end **statutory audit readiness and delivery** over a six-month period. The role will rapidly learn the business and finance environment, ensure **balance sheet accounts and supporting schedules meet Australian statutory accounting requirements**, and coordinate audit preparation and responses so the audit is completed **smoothly, accurately, and on time**.

### PERSON SPECIFICATIONS (SKILLS & KNOWLEDGE)

#### **Essential**

- *CPA/CA qualified (or near completion), with strong grounding in statutory reporting.*
- *Demonstrated experience **leading or coordinating statutory audits** in an Australian environment.*
- *Strong technical accounting capability (AASB/IFRS), especially balance sheet recognition, measurement, and disclosure.*
- *Advanced balance sheet reconciliation and financial control skills — able to uplift quality quickly.*
- *Strong stakeholder management: can coordinate inputs across multiple teams and drive deadlines.*
- *Excellent written communication — able to prepare audit-ready schedules, position papers, and clear responses.*
- *Highly organised: able to run trackers, document control, and manage competing priorities to deadlines.*

#### **Desirable**

- *Experience improving financial close, reconciliations, and audit evidence processes.*
- *Systems exposure to ERP/reporting tools and large dataset reconciliation.*

### DELEGATION LEVEL

- Level 6

### DUTIES

#### Phase 1: Audit Readiness (Months 1–2 | April–May)

**Primary objective:** Get the business “audit-ready” before fieldwork begins.

**Rapid business onboarding:** Understand entity structure, key revenue/cost drivers, finance processes, systems, and close timetable; and critical deadlines with key stakeholders.

**Balance sheet governance:** Drive a structured review of all balance sheet accounts, including:

Reconciliation quality (timely, complete, independently reviewable)

Appropriate supporting documentation and audit trail

Correct classification and measurement in line with statutory requirements (AASB/IFRS as applicable)

**Close and reporting readiness:** Ensure month-end processes and journals support clean audit evidence, including cut-off, accruals, provisions, prepayments, fixed assets, leases, and inter-entity balances.

**Audit file:** Create and maintain a central audit file:

Lead schedules and rollforwards

Reconciliation packs for each material balance sheet account

Key policies, accounting papers, and management estimates support

**Risk and issues log:** Identify audit risks/known problem areas early; implement practical remediation actions and document outcomes.

**Stakeholder alignment:** Coordinate inputs across operational leaders and finance partners to ensure evidence is complete, consistent, and provided on schedule.

#### Phase 2: Audit Delivery (Months 3–6 | June–September)

**Primary objective:** Execute the statutory audit efficiently and close out on time.

**Audit coordination lead:** Act as the day-to-day finance contact for the audit; manage timelines, requests, meetings, and escalation paths.

**Evidence management:** Respond to auditor queries with high-quality documentation; ensure responses are complete first time and consistent with the financial statements and supporting schedules.

**Technical accounting support:** Prepare/refresh accounting position papers for complex or judgemental areas (as needed), ensuring clear rationale and linkage to standards.

**Issue resolution:** Proactively manage audit findings, rework, and misstatements; coordinate internal actions and ensure agreed adjustments are processed and evidenced.

**Finalisation support:** Support completion activities such as final analytical review, subsequent events, representation letters, and sign-off packs (as applicable).

**Smooth close:** Ensure all audit deliverables are delivered by deadlines and the audit is closed with minimal disruption to BAU finance operations.

#### Key outputs by end of Month 6:

Audit requests completed, cleared, and documented

Audit issues/finding register closed (or with clear remediation owners/next steps)

Final audit deliverables supported by complete audit trail

“Lessons learned” handover document for continuous improvement

#### Capability / Behavioural Requirements

- Ownership & delivery focus: Drives outcomes, meets deadlines, and proactively removes blockers.
- Attention to detail: Produces accurate, audit-ready documentation and reconciliations.
- Pragmatic problem-solving: Identifies root causes and implements workable controls and fixes.
- Collaboration: Works effectively across finance, operations, and systems teams.
- Integrity & governance mindset: Maintains high standards for compliance, documentation, and controls.

### Success Measures (How performance will be assessed)

- Audit readiness achieved by end of Month 3 (reconciliations complete, audit pack substantially ready)
- Audit queries closed efficiently with minimal rework
- Statutory accounts supported by clear audit trail and compliant treatment
- Audit completed on time with smooth engagement and controlled issue management
- Effective handover and uplift in reconciliation/audit processes for future periods

**This list is indicative only and is subject to change. All Northcott employees are required to comply with any reasonable work requests as directed by their employer from time to time.**

### NORTHCOTT POLICY AND PROCEDURES

All Northcott employees are expected to be familiar with and adhere to Northcott policies and procedures. For more information see your manager or refer to the policy and procedures available on the Northcott Intranet.

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Employee's Signature

Employee's Name

Date

**Please forward a signed copy to Human Resources.**