

Our purpose:	<p>Curtin Heritage is a not-for-profit organisation that exists to support local older people to lead meaningful lives.</p> <p>We do this by providing and facilitating high quality and contemporary support, including residential accommodation, in-home care, and community services.</p>	
Our values:	<p>Client Focus:</p> <p>Community Attitude:</p> <p>Accountability:</p> <p>Simplicity:</p>	<p>Our clients are at the centre of everything we do.</p> <p>We go beyond providing services to creating communities.</p> <p>We are accountable to all the people’s lives we touch.</p> <p>We keep everything simple and user friendly.</p>
Who you report to:	You report to the General Manager Finance & Sustainability	
Who reports to you:	There are no direct reports to this role.	
How you contribute to the organisation:	You contribute to the financial and accounting operations of the organisation.	
Your key responsibilities:	<p>Client focus:</p> <ul style="list-style-type: none"> <li>• Always ensure that processes and practices are focused on the maximisation of client outcomes.</li> <li>• Maintain client confidence and protect operations by keeping financial information confidential.</li> <li>• Promote, develop and maintain positive relationships with clients and client representatives.</li> </ul> <p>Community attitude:</p> <ul style="list-style-type: none"> <li>• Promote, develop and maintain positive relationships with colleagues, internal and external stakeholders and the wider community.</li> </ul> <p>Accountability:</p> <ul style="list-style-type: none"> <li>• Ensure the dignity, privacy and freedoms of clients are upheld in line with the Statement of Rights and Code of Conduct for Aged Care.</li> <li>• Always ensure client and organisational confidentiality and privacy.</li> <li>• Maintain accounting and security controls by ensuring compliance with legislation and organisational processes.</li> <li>• Substantiate financial transactions with appropriate documentation.</li> <li>• Participate in continuous improvement and corrective action processes.</li> <li>• Work within organisational policy, procedure, and practice.</li> <li>• Participate in team meetings, surveys, and reporting.</li> </ul> <p>Role specific accountability:</p> <ul style="list-style-type: none"> <li>• Prepare funding and grant claims relating to both in-home (Home Care) services and Residential Aged Care services.</li> <li>• Prepare and raise invoices to clients.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Reconcile billing to relevant internal and external documentation, preparing reports for management and clients as required.</li> <li>• Process in-home (Home Care) supplier invoices for payment and import into statements to obtain funding.</li> <li>• Answer client queries in person, by email and over the phone.</li> <li>• Prepare monthly balance sheet reconciliations and journals.</li> <li>• Follow up outstanding debts and take/arrange payment.</li> <li>• Complete bank reconciliations.</li> <li>• Assist with budgeting and forecasting processes.</li> <li>• Assist with preparation of monthly management accounts.</li> <li>• Assist with statutory lodgements, compliance requirements and external reporting.</li> <li>• Other duties commensurate with the role as requested by management.</li> </ul>
<p>Where you will be working:</p>	<p>You will be primarily based at our Airlie Street office in Claremont but will be required to work across all Curtin Heritage sites as needed.</p> <p>You may also be required to attend offsite meetings on occasion, including vendor meetings and industry events.</p>
<p>Your key performance indicators:</p>	<p>You will be required to agree to a set of key performance indicators (KPIs) with your manager on a regular basis.</p>
<p>Success Profile:</p>	<p>Essential - Technical:</p> <ul style="list-style-type: none"> <li>• Tertiary qualifications in accounting, commerce or finance.</li> </ul> <p>Essential - Professional:</p> <ul style="list-style-type: none"> <li>• A minimum of 12 months experience working in an accounting or finance role.</li> <li>• Accurate data entry and excellent attention to detail.</li> <li>• Well-developed written skills.</li> <li>• Computer literacy including enterprise resource planning (ERP) software, Excel, Word and PowerPoint.</li> <li>• Capacity to meet the values and work towards the vision of the organisation.</li> <li>• Ability to provide evidence that satisfies all health, safety, and right-to-work obligations required by legislation, regulation, or organisational policy including, but not limited to, a National Police Clearance (current within 3-years), visa, and any required vaccination evidence.</li> <li>• Absence of Aged Care or National Disability Insurance Scheme (NDIS) banning order.</li> <li>• Australian work rights.</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Aged care, health, or community services sector experience.</li> <li>• Chartered Accountant (CA), Certified Practising Accountant (CPA), or equivalent membership.</li> </ul>

<p>Your work, health, and safety responsibilities:</p>	<p>Your responsibility includes:</p> <ul style="list-style-type: none"><li>• Taking reasonable care to ensure your own safety and health as well as the safety and health of those around you.</li><li>• Complying with, as far as practical, all instructions given to you to ensure your own safety and health.</li><li>• Proper use of any personal protective clothing and/or equipment.</li><li>• Prompt reporting of any hazards or incidents/accidents.</li><li>• Completion of education relating to health and safety.</li></ul>
<p>Ongoing training requirements:</p>	<p>You are encouraged to maintain your technical and industry knowledge by attending educational workshops, reviewing professional publications, obtaining relevant certifications, and establishing professional networks.</p> <p>You will be required to participate in regular meetings and discussions around performance, milestones, and key performance indicators.</p>