

POSITION DESCRIPTION



POSITION TITLE	Assistant Accountant – Service Delivery
REPORTING TO	Senior Accountant (Team Leader, Finance)
DEPARTMENT	Finance
CLASSIFICATION	Common Law

THE ROLE

The Assistant Accountant – Service Delivery is a key member of the finance team and is responsible for assisting Senior Accountant in managing YWCA funded program records and business partnering with Service Delivery teams. This role will work closely with Senior Accountant and business stakeholders including but not limited to General Managers, Leaders and administration teams.

KEY RESPONSIBILITIES

Duties

- Assisting Senior Accountant in Partnering with the Director, General Managers, Managers and Team Leaders across Service Delivery to provide support for program reporting, budgeting, and acquittals.
- Support the maintenance of program funding and delivery expense analysis and assist the Senior Accountant (Team Leader, Finance) in delivering insight that links financial reports to contracted deliverables.
- Assist with the accounting of grant receipts and expenses incurred and liaise with the YWCA Accounts Payable Team for recording of transactions
- Support Leaders through the annual budgeting process and assist with regular forecasting to ensure funding is utilised appropriately within the contractual period.
- Provide monthly management reports to department heads using Excel and Power BI dashboards, analyse expenses, and support with identification of cost-saving measures.
- Assist with cash flow forecasting for grant funding, to support effective financial planning.
- Support month-end processes to ensure financial deadlines are met with accuracy, integrity, and accountability.
- Maintain monthly balance sheet reconciliations and resolve any issues in a timely manner.
- Assist in ensuring all regulatory reporting and submissions are up to date
- Assist with external audits and ensure all financial transactions comply with organisational policies and procedures, including accurate coding for funded programs.
- Assist in the preparation and submission of acquittal reports in line with funding requirements and deadlines.

Business Partnering

- Establish and develop relationships with the Service Delivery team to identify their needs and provide solutions, enabling an internal customer service approach
- Work collaboratively with the wider teams to identify opportunities for process improvement and operational efficiencies.

QUALIFICATIONS, EXPERIENCE AND ATTITUDE

- Accounting degree or diploma and at least two-years' experience relevant to the position
- Qualified CPA or CPA (or in progress)
- Experience of Net Suite accounting system (preferred)
- Strong communication skills
- Advanced excel skills including macros
- High level numerical and ability to complete deadlines
- Exceptional attention to detail
- Ability to work autonomously and within a team

ROLE REQUIREMENTS

Please note that this role requires the team member to hold, or be willing to obtain and maintain, the following certifications and clearances:

- A valid National Police Check
- A state-based Working with Children Check
- Completion of a medical declaration

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