

POSITION DESCRIPTION

Position Title:	Assistant Accountant
Grading:	Administration L4
Status:	Full-time
Location:	Newington
Responsible to:	Director Finance
Responsible for:	Nil

Our Organisation

Family Planning NSW is the leading provider of reproductive and sexual health services in NSW. As an independent not-for-profit organisation we offer expert clinical care, information and advice for every body in every family as well as education and training and evidence-based research to support doctors, nurses and other professionals.

Family Planning NSW is committed to excellence in meeting the reproductive and sexual health needs of the community. We achieve this by providing best practice, accredited clinical services, enhancing the knowledge and skills of service providers, improving the body of knowledge about reproductive and sexual health through rigorous research and evaluation, and leading international development projects to promote the rights of marginalised people in developing countries.

Position Overview

Reporting to the **Director of Finance**, the **Assistant Accountant** will provide support and assistance to the Finance team, including bank reconciliation, general ledger preparation, month end reconciliation and other ad hoc reporting.

Selection Criteria

Essential

- Tertiary qualifications in accounting, financial management or a business-related field
- 1-2 Year accounting experience
- Proven ability to produce accurate general ledgers including data input, accounts reconciliation, bank reconciliation and financial report preparation.
- Advanced skills in Microsoft Excel and Word
- Demonstrated experience in use of accounting software packages and its integration with other software
- Strong technical skills to maximise the potential of accounting software
- Demonstrated experience in building and maintaining relationships with stakeholders
- Demonstrated experience and flexibility in meeting deadlines
- Outstanding attention to detail

Desirable

- Knowledge of MYOB Greentree
- Currently working towards professional membership with either CPA Australia (CPA) or the Institute of Chartered Accountants in Australia (ICAA)

Values

- Family Planning NSW is a pro-choice organisation
 - Staff are expected to fully support an individual's right to choose regarding their pregnancy, whether that be parenting, adoption/foster care or abortion.

- As an abortion service provider, all FPNSW staff are expected to actively participate in the provision of abortion services within the full scope of the role they are appointed to.
- For this role, that means that FPNSW Finance provides support to abortion service provisions, including medical and surgical abortion.
- Must support the Family Planning NSW values:
 - Human rights focus - promoting the rights of all people to reproductive and sexual health
 - Integrity - maintaining a strong ethical base, being accountable and transparent
 - Inclusiveness - valuing and respecting diversity without judgement
 - Equity of access - ensuring access to our services for all including priority populations
 - Client centred - placing the needs of the whole person at the centre of our work
 - Commitment to excellence - ensuring high standards in all our work
 - A just culture – a balanced accountability for both individuals and the organisation

Other requirements

- A Criminal Record Check and/or Working With Children Check is/are required prior to commencement in this role

Key Responsibilities

- Prepare daily bank reconciliation
- Issue invoices
- Prepare monthly accounting journals
- Ensure the accuracy of data transfer from business operation software to the accounting software
- General ledger reconciliations
- Maintenance of the fixed asset register
- Assist the Payroll Officer with payroll processing as necessary
- Undertake payroll processing during payroll officers leave periods
- Technical support to the rest of the finance department as required
- Produce other ad hoc financial reports utilising the accounting and payroll software

Company Advocacy

You will:

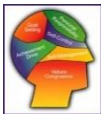



- promote an environment of ethical and honest practices, customer satisfaction and caring, financial responsibility, community and social commitment
- act as an advocate for Family Planning NSW in all dealings with clients and staff and present a professional image of Family Planning NSW in all dealings with the public including appropriate dress standards, helpfulness and friendliness
- create a balanced team environment with a focus on continuous improvements, best practice and member/client focus

Work health and safety

- All employees are responsible to ensure they work in a manner which minimises the risk of injury to themselves, other workers, clients and visitors
- Managers are responsible for ensuring that safe work practices are in place and all employees abide by safety instructions

- Any potential risk should be reported to the employee's manager immediately for investigation and remedy
- Any breaches of safety procedures must be reported through the incident management procedures and any employee found breaching safety requirements will be subject to disciplinary action which may include termination of employment

Family Planning NSW Capability Framework

Capability Group	Capability Name	Level Descriptor
Personal Attributes 	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	Advanced
	Act with Integrity Be ethical and professional, and adhere to the Family Planning NSW values	Advanced
	Manage Self Show drive and motivation, a measured approach and a commitment to learning	Advanced
	Value Diversity Show respect for diverse backgrounds, experiences and perspectives	Advanced
Relationships 	Communicate Effectively Communicate clearly, actively listen to others and respond with respect	Adept
	Commit to Customer Service Provide customer centric services in line with organisational objectives	Advanced
	Work Collaboratively Collaborate with others and value their contribution	Advanced
	Influence and Negotiate Gain consensus and commitment from others and resolve issues and conflicts	Adept
Results 	Deliver Results Achieve results through efficient use of resources and a commitment to quality outcomes	Advanced
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	Advanced
	Demonstrate Accountability Be responsible for own actions, adhere to legislation and policy and be proactive to address risk	Advanced
Business Enablers 	Finance Understand and apply financial processes to achieve value for money and minimise financial risk	Advanced
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	Advanced
	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept
	Project Management Understand and apply effective planning, coordination and control methods	Adept

Verification

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Position holder:

Name:

Signature:

Date:

Supervisor:

Name:

Signature:

Date: