

# Assistant Accountant

## Position

- This position is within Head Office. It is part of the Finance team.
- This position reports to the Team Leader Accounts
  - Reporting line may vary depending on location and service size
  - This position does not have any direct reports  This position may have direct reports, positions vary
  - This position has the following direct reports: N/A
- This position is designated Band 6 under the *Schedule of Authorities and Delegations*
- This position is a budget holder  This position has designated revenue targets
  - This position is an Aboriginal & Torres Strait Islander identified position
  - This position does require a working with children related clearance

## Purpose

The purpose of this position is to support the financial accounting team to produce timely and effective financial reports that add value to organisational leaders.

## Focus

**To achieve this purpose, the position holder would typically:**

- Perform bank reconciliation on daily basis
- Prepare Cash flow data daily for the Cash Management System
- Maintain gift card register for all unused gift cards in the organisation
- Maintain Bank Guarantee listing and assist with Bank Guarantee applications and cancellations
- Bill all Aging and Disability clients in a timely and accurate manner.
- Assist with the maintenance of supplier prices/rates within systems.
- Set up new debtors in relation to billing in the financial system.
- Build effective relationships with clients and stakeholders
- Assist the Financial Accountants in the preparation of end of month recurring and standard journals
- Reconcile specified accounts and balance sheet journals on a monthly basis
- Assist with preparation of monthly management reports and annual FBT returns
- Deliver a high level of customer service and be able to effectively tailor financial information when communicating with non-financial stakeholders
- Support finance leaders with external and internal audits, reporting requirements and compliance for accounting standards.
- Support the team on various projects and system improvements as required.

## Outcom

**When things are going well we would expect to see these outcomes:**

- Financial information is prepared and delivered on time with a high level of accuracy
- Internal customers report high levels of customer satisfaction

## Relationships

**We work collaboratively with others, however this position works close closely with:**

Within The Benevolent Society:

- Finance team

Outside The Benevolent Society:

- As directed

**To achieve the position purpose and outcomes the position holder will need to have:**

**Individual**

- Degree holder (or equivalent)
- At least 2 years' accounting experience
- A basic understanding of financial systems
- Outstanding attention to detail and experience in proactively identifying and investigating financial discrepancies
- Excellent time management skills, being able to successfully coordinate between multiple tasks, interruptions and time sensitive deadlines.
- Strong customer service focus
- Experience in a not for profit, aged care, disability or community services organisation would be an added advantage
- A love of financial accounting!

**This position may require some flexibility in terms of travel or hours of work:**

**Travel**

- Overnight travel/stays may be required
- Some weekend work may be required
- Some evening work may be required
- Travel between office locations/regions may be required
- Travel to clients (varied locations) may be required
- Use of own registered, insured motor vehicle for business purposes may be required
- Use of TBS pool cars may be required

All of us might need to travel occasionally to attend learning opportunities, meetings or other key events.

**Those with knowledge of this position say the things that might make your day are:**

**Context**

- Being part of a rapidly growing organisation with the ability to directly contribute to growing its reach and impact
- Being embraced in a nurturing culture

**Those with knowledge of this position say some key challenges you might experience are:**

- Managing stakeholder expectations and differing levels of understanding about finance
- Understanding the operational needs of a diverse business
- Pace and scope of change within the business and in the sector generally

**Approvals**

**Approver** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Review history**      V1.0 Release

**Alternate titles**      Approved for use when advertising: n/a

This Position Profile is not intended as an exhaustive description of the position, accountabilities or associated duties. The Benevolent Society may alter or adjust this Position Profile at any time.