



## POSITION DESCRIPTION 2023

<b>Position</b>	<b>Accounting Manager</b>
<b>Job Family:</b>	Management
<b>Classification:</b>	<b>Level 5</b> Salary & Conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010. Salary packaging is offered with this position.
<b>Hours</b>	Full time (38 hours)
<b>Duration</b>	Permanent
<b>Location</b>	Batemans Bay or Canberra
<b>Reports to:</b>	CFO
<b>Responsible for:</b>	As per Organisation Structure (as amended from time to time)
<b>Authority to Act:</b>	Position operates within: <ul style="list-style-type: none"> <li>• Policies and procedures, guidelines and codes of conduct</li> <li>• The defined limits of delegated authority</li> <li>• The confines of budgeted restraints, relevant legislation, regulations and by-laws</li> </ul>
<b>Date:</b>	January 2023 – Approved by K. Sinclair, CEO

<b>Position Purpose</b>
<p>The position is responsible for the organisation’s finance functions to fulfil its statutory and regulatory obligations. This includes oversight of:</p> <ul style="list-style-type: none"> <li>• daily financial functions, including; receipting, accounts receivable, accounts payable, payroll and financial record keeping;</li> <li>• month end processing, reconciliations, reporting, general journals, BAS;</li> <li>• end of year accounting functions including auditor liaison; and</li> <li>• other finance duties with minimal supervision.</li> </ul> <p>This position develops, implements and monitors agreed finance and related IT systems for the organisation that improve service provision whilst meeting legislative and compliance requirements.</p> <p>It is a senior role in the organisation that provides leadership and guidance to the finance team across all financial management functions including payroll.</p> <p>The role reports to the CFO against key performance indicators ensuring compliance with relevant legislation and contracts.</p>

## Mandatory Employment Criteria

All offers of employment are subject to a six-month probationary period and all staff are required to participate in an annual performance review linked to the objectives set out for their position.

Other mandatory employment criteria are currency in:

- A University Degree in accounting, commerce or finance with eligibility to be admitted to an internationally recognised Accounting professional body
- Skills in Microsoft Office software: Word, Outlook and Excel (intermediate)
- Vaccinations - COVID 19
- Working with Children Check
- Criminal record check providing suitable clearance to work with vulnerable members of the community
- Full Driver's License

## Organisational Purpose – Vision and Values

With many of our Aboriginal communities currently living in extreme poverty and at risk of/or in homelessness, SEARMS endeavours to address this entrenched disadvantage whilst preserving the integrity and the core of Aboriginal values and beliefs

**Our vision:** To be a leader in the provision of culturally appropriate housing and housing services to our clients and communities

**Our values are:**

- **Leadership:** We pursue excellence to achieve results. We act with courage to act in the best interests of our organisation, our people and communities and country.
- **Integrity:** Our policies and processes are open and transparent. We take accountability in our role of custodian of our assets, people and community.
- **Innovation:** We are continually learning and improving our practises. We learn from others and actively invest in developing skills and capabilities in our people.
- **Kinship:** We work collectively with our people, communities and stakeholders to maximise collective strengths to achieve our goals.
- **Equity:** Championing equal opportunities in status, rights and opportunities for our community both individually and collectively.

## Key Responsibilities / Capabilities expectations

As per the relevant level in the SCHADS Award Schedule B Classification Definitions Social and Community Services Employees with key focus points being:

- Leadership & Teamwork
- Communication
- Relationships
- Personal accountability
- Innovation
- Community engagement
- Operational planning & execution
- Risk management
- People management
- Financial management

## Key Performance Indicators

Performance is assessed in accordance with adherence to all SEARMS policies, procedures and work instructions, the SEARMS code of conduct, carrying out duties to capabilities stated and the KPI's listed below:

### Key result area 1 – Financial (Compliance) Management

- 1) Under the direction of the CFO, annual budget setting to ensure appropriate resourcing for strategic/annual plan.
- 2) Annual end of year preparation including auditor liaison
- 3) Ensure finance functions are completed in a timely, accurate manner – including daily, weekly and monthly finance tasks
- 4) Oversight and review of outsourced payroll
- 5) Applies knowledge and expertise to meet and support organisational quality outcomes.
- 6) Stays up to date in the finance & quality field; e.g. through attendance at external seminars and through professional development.
- 7) Responds to and considers day to day issues as well as longer term goals.
- 8) Provides influence, judgement and experience in the change process.
- 9) Elicits positive feedback from business areas on own contribution.

### Key result area 2 – Service Delivery intersection

- 10) Establishes and maintain the IT systems to ensure both finance and service delivery outputs are being met, as measured through customer and staff feedback and survey data.
- 11) Actively find ways to include the people being supported in the development of service delivery procedures and in the sourcing of service quality feedback.
- 12) Ensures quality reporting systems effectively measures the quality of the service or compliance with contractual obligations, as appropriate.
- 13) Participates in discussions/meetings and advises on contract obligations.

### Key result area 3 – Risk & Compliance

- 14) Monitors and reports regularly on the organisation's risk framework in day to day work and supports business areas in applying the risk framework.
- 15) Identifies and proactively plans for compliance and risk issues and concerns.
- 16) Provides regular reports to the CEO/Board on the organisation's risks

### Key result area 4 – Business reporting, documentation and administration

- 17) Oversight and is responsible to ensure appropriate reports and documentation to meet internal and external requirements for EOM AHO reporting, Management reporting, ATO compliance and NRSCH compliance
- 18) Maintains appropriate records including policies, procedures and statistical data
- 19) Provide monthly reports to the CFO on finance and risk activities

**Person Specifications (Key Selection Criteria)**

To perform this job successfully the incumbent must be able to satisfactorily demonstrate the following key qualifications, skills, performance and personal characteristics

<b>Academic/ Professional Qualifications</b>	<ul style="list-style-type: none"><li>• A relevant financial tertiary qualification and/or equivalent knowledge and experience. Registration with professional Accounting body or ability to obtain and maintain.</li><li>• MYOB experience</li></ul>
<b>Experience/ Delivered performance</b>	<ul style="list-style-type: none"><li>• Demonstrates knowledge and skills equivalent to discipline specific competencies for this level.</li><li>• Highly developed computer literacy skills in Microsoft Office software: including Word, Outlook and Excel.</li><li>• Excellent developed written, oral and interpersonal communication skills</li><li>• Excellent developed time management and organisational skills</li><li>• Demonstrated ability to lead and develop a team</li><li>• Demonstrated ability to work in a dynamic environment, responding flexibly to meet changing needs, priorities and deadlines</li></ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"><li>• Understands the need for professional learning of self and others; undertakes regular professional development to build skills to next level.</li><li>•</li></ul>
<b>Personal characteristics</b>	<ul style="list-style-type: none"><li>• A personal alignment with SEARMS mission and values.</li><li>• Professional philosophy consistent with the organisation's vision and values.</li><li>• Strong planning, time management, problem solving and organisational skills</li><li>• Demonstrated ability to manage and resolve conflict</li><li>• Demonstrated ability to work in a dynamic environment, responding flexibly to meet changing needs, priorities and deadlines</li></ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"><li>• SEARMS has a culture of continuous improvement in service provision and business operations. All employees participate in formal and informal improvement initiatives as part of their day to day role and are encouraged to be innovative and creative.</li></ul>
<b>Desirable:</b>	<ul style="list-style-type: none"><li>• CA or CPA, or working towards</li><li>• Experience in tenancy management software</li><li>• Experience in asset management software</li><li>• Experience in quality and/or risk management frameworks and maintenance</li><li>• Knowledge of, and commitment to, relevant policies, practises and standards, including WHE, EEO and the NRSCH standards</li></ul>

**Workplace Health & Safety Statement (in accordance with WHS legislation)**

All SEARMS employees, contractors and volunteers are required to:

- Take reasonable care for their own health and safety and for that of others in the workplace in accordance with legislative requirements and the organisation’s WHS policy and procedures
- Take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- Cooperate with any reasonable directions, policies and procedure relating to health and safety in the workplace
- Immediately report all injuries, illness or ‘near misses’ to their Supervisor or Manager
- Participate in relevant health and safety training based on roles and responsibilities
- As required, participate in the development and implementation of specific WHS hazard and risk management strategies.

**Acknowledgment and certification**

I, .....certify that I have read and accept the Position Description as stated above.

I acknowledge the description of the position is an outline and guide to the duties of professional activities needed to undertake this role successfully.

I understand that a review of the position description may occur and it may be amended from time to time as organisational needs change. Changes to the position description will be consistent with the purpose for which the position was established.

Employee’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employer’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_