

# Position Description

<b>Title</b>	Financial Accountant (Investments & Fixed Assets)
<b>Position Location</b>	Central
<b>Reports To</b>	Financial Controller
<b>Direct Reports</b>	Assistant Accountant (Banking)
<b>Classification</b>	Hay Grade 15
<p>The Childcare and Kindergarten Association Limited (C&amp;K) is a not-for-profit early childhood provider with more than 350 early childhood education and care (ECEC) centres located across Queensland.</p> <p>Our purpose is to nurture and inspire children to succeed in an ever-changing world. This is at the forefront of everything we do.</p> <p>C&amp;K's vision is to be a place where every child flourishes.</p> <p>Our values:</p> <ul style="list-style-type: none"> <li>• <i>we put children first</i></li> <li>• <i>we respect all people and each other</i></li> <li>• <i>we work with integrity and strive for excellence in everything we do</i></li> </ul> <p>These underpin the way we work with children and families, communities, colleagues and partners.</p> <p>We reinvest our surplus to benefit children and families disadvantaged in their access to early childhood education. This includes children with additional needs and children and families in rural, remote, Aboriginal and Torres Strait Islander and disadvantaged communities.</p>	
<b>Purpose</b>	The purpose of this position is to ensure the transactional integrity of the general ledger and compliance with applicable regulations. The Accountant (Investments and Fixed Assets) will work collaboratively with the business to provide analysis, advice and support and will drive continuous process improvements especially related to investment, fixed assets and banking.
<b>Key accountabilities</b>	<ul style="list-style-type: none"> <li>• Ensure the integrity of the general ledger, ensuring accuracy in authorisations, reconciliations and coding of transactions, including GST</li> <li>• Ensure fixed assets, investments and banking related processes align with C&amp;K policies and accounting standards</li> <li>• Maintain fixed asset register and ensure timely capital project reporting</li> <li>• Perform cash flow forecasts with recommendations for investment decision</li> <li>• Record and reconcile revenue transactions from various sub-systems</li> <li>• Ensure timely delivery of monthly reports and analysis, including assisting with the CFO report if required</li> <li>• Prepare grant/funding acquittals and ensure on time submission</li> <li>• Proactively identify, drive, and implement process improvements</li> <li>• Create and maintain automated processes through software Robotic Process Automation</li> <li>• Ensure effective controls are in place, including proper segregation of duties</li> <li>• Assist in the preparation of statutory reporting, ensure deadlines are met, attend to audit queries</li> <li>• Provide financial analysis, advice and support to the business where required.</li> </ul>

	<p><b><i>Please note that the responsibilities outlined in this position description are not exhaustive, and only an indication of the work of the role. C&amp;K can direct you to carry out duties which it considers are within your level of skill, competence and training.</i></b></p>
<p><b>Key Selection Criteria</b></p>	<ul style="list-style-type: none"> <li>• Qualified Accountant, CA/CPA</li> <li>• Demonstrated intermediate knowledge of accounting principles and internal controls</li> <li>• Proven experience in delivering effective financial reporting and analysis that meet business needs and demonstrate the courage to challenge the status quo</li> <li>• Intermediate working knowledge of Microsoft Dynamics AX, Business Central, or similar accounting ERPs will be highly regarded</li> <li>• Proven well developed written, verbal, interpersonal communication and presentation skills coupled with a strong customer service focus</li> <li>• Demonstrated ability to collaborate with others to drive improvements that deliver fast and efficient processes and procedures</li> <li>• Experience in managing or mentoring a staff will be advantageous</li> <li>• Proven track record in improving processes</li> <li>• Exceptional attention to detail and strong numerical skills</li> <li>• Intermediate working knowledge of the Microsoft Office suite of products with the ability to learn new software applications. Intermediate MS Excel skills required (i.e. the ability to efficiently work with larger datasets using appropriate functions and Pivot Tables is essential)</li> </ul>
<p><b>Additional information</b></p> <p>The successful applicant will be required to:</p> <p>Hold a positive notice (Blue Card) working with children check.</p> <p>The information above is not intended to be an all-inclusive list of the responsibilities of the job described. Rather, they are intended only to describe the general nature of the job. C&amp;K is a growing organisation; to support the vision for the business it is expected that the incumbent will evolve the position over time in alignment with the dynamic nature of the business and the region.</p>	