

Job Description Details	
Job Title	Accountant
Department/Division	Finance, Business Services
Reports to	Finance Manager
Direct Reports	Nil
Agreement	Brightwater Care Group Employees Agreement

Brightwater Mission
<p><i>Pursuing the Dignity of Independence</i></p> <p>For Brightwater, no one is beyond care. Here, we value the potential that lives inside each and every one of us, no matter what that looks like. Our amazing ability to strive towards our best self every day, to keep learning and to keep growing. This drives all that we do. Sure, it's not always easy, but this journey that we're on together comes with its own reward. This pursuit of independence brings with it the dignity of control over our own lives. And everyone deserves the right to pursue that.</p>

Commitment to Mission and the Brightwater Spirit
<p>Embrace and apply the Brightwater Spirit – our values and behaviours – in all interactions with staff and customers. Our commitment to the Brightwater Spirit enables us to achieve our Mission, <i>Pursuing the Dignity of Independence</i>.</p> <p><b>Caring</b> We care for and about each other. We work together to provide inclusive and relevant services in ways that meet the needs and goals of our clients.</p> <p><b>Authentic</b> We are open and genuine, enabling us to build meaningful relationships with our clients and each other.</p> <p><b>Progressive</b> We are inspired to continuously improve ourselves and our services for the benefit of our clients.</p> <p><b>Courageous</b> We find strength in order to make a difference.</p>

Diversity and Inclusion Statement
<p>At Brightwater, we welcome people with the full diversity of life experiences, thoughts and beliefs. We foster a culture of inclusion, collaboration and innovation where our clients and staff can flourish.</p>

Position Purpose
<p>Brightwater Finance Team provides robust, contemporary and comprehensive financial management to assist the organisation in achieving its objectives and Mission.</p> <p>As a Senior member of the Finance Team, the Accountant will be expected to apply their expertise and knowledge to across Financial and Management accounting roles by ensuring that all financial transactions are based on best practice, accepted accounting standards, and are in line with Brightwater policies, and that financial reports provide useful and accurate information to their end users. Fundamental to this role is maintaining the completeness, accuracy and integrity of the general ledger, participation in the overall month-end and year-end reporting processes and actively engage with managers and team leaders to drive financial performance, providing proactive support in quality financial analysis, advice, systems and automation of processes.</p>

### Key Duties/Accountabilities

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1. Ensure all records of financial transactions are based on best practice, accepted accounting standards, and are in line with Brightwater policies, while meeting the principles of timeliness, accuracy and relevance.
2. Assist with month and year end procedures and reconciliations including processing of journals, creating accruals, verifying the integrity of information within the General Ledger and ensuring financial and management reports are reconciled for completeness and consistency of information, fulfilling any statutory reporting requirements.
3. Take responsibility for financial audit tasks and funding acquittal audits including liaising with the impacted business partners as required.
4. Provide appropriate and regular reporting to relevant stakeholders at Brightwater and encourage, by example, a positive team culture.
5. Support relevant corporate business unit managers to understand business requirements, providing them with guidance in relation to financial performance. This includes meeting with corporate managers regularly, identifying solutions and opportunities for improvement to financial performance while providing education to managers to enhance their financial aptitude.
6. Participate in the planning and execution of Brightwater’s annual budget and forecasting process. This includes supporting corporate business unit managers to consolidate their budgets and compiling information required for budget sign-off.
7. Provide technical and financial systems support to business units where required.
8. Contribute towards the delivery of customer-focused services and demonstrate behaviour in line with Brightwater’s Mission, values, policies and procedures.
9. Look for area of continuous improvement in both processes and systems across the business.
10. Undertake general accounting tasks and analytical reporting as requested.

### Key Working Relationships

1. Other members of the Finance and Business Service teams to ensure regulatory compliance and the delivery of accurate and timely financial and management information to the organisation.
2. Relevant business unit and site team members to ensure reconciliations and other financial information have been provided and discussed appropriately.
3. External auditors and external stakeholders as required.

### Professional Development

1. Accept responsibility for updating/developing own knowledge/skills in relation to professional practice.
2. Actively participate in opportunities for performance feedback with a growth mindset, including reviews and check-ins; reflect on own performance and set goals.
3. Complete essential training courses within the required timeframes and embed learning outcomes to continuously improve skills and work performance.
4. Attend and contribute to staff meetings/discussions and collaborate with team members to improve outcomes.

### Safety and Health

1. Actively promote a positive safety and health culture by caring for self and others, demonstrating attention to physical, mental, emotional, cultural, and psychological safety.
2. Take proactive and responsible actions to avoid, eliminate or minimize hazards.
3. Accept responsibility for understanding and recognising the risks and hazards associated with work duties.
4. Report all incidents, hazards, and injuries immediately.
5. Use equipment, such as personal protective and manual tasks equipment, as trained and required.
6. Adhere to infection control principles and practices.

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## NDIS Risk Assessment

This position is a key personnel role as defined in the NDIS Act 2013 and therefore is a risk assessed role that requires the person to hold a valid and satisfactory NDIS Worker Screening Check.

## Other Information

Nil

## Selection Criteria – Qualifications, Skills, Knowledge, Experience

1. An Undergraduate Accounting degree and CPA/CA qualification or equivalent.
2. Significant and relevant work experience within an organisation of in a similar role.
3. Ability to work cooperatively in a team environment with minimum supervision, demonstrating initiative for priority setting, goal achievement and time management.
4. High level of attention to detail, analytical ability, well-developed financial modelling and proven technical skills, as well as, the ability to problem-solve issues to resolution.
5. Excellent written, verbal and interpersonal communication skills, the ability to liaise, consult and collaborate with internal and external stakeholders and to build successful relationships.
6. Excellent computer skills, including sound working knowledge of PC based accounting systems, financial decisions support tools, financial report writers and Microsoft Excel spreadsheets.
7. Results orientated individual who actively participates in continuous quality improvement and applies quality improvement principles to all duties performed.
8. Aged Care, Health industry, or service orientated experience (desirable).
9. Knowledge of Epicor and Prophix (desirable).
10. Satisfactory National Police Certificate obtained within the last 12 months.
11. NDIS Worker screening check.

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