

## POSITION DESCRIPTION – TEAM MEMBER

Position Title	Accountant	Department	Finance
Location	Melbourne or Sydney	Direct/Indirect Reports	None
Reports to	Team Leader – Financial Accounting	Date Revised	April 2021
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 5	Job Evaluation No:	HRC0027717

### ■ Position Summary

The principal focus of this position is to prepare general ledger reconciliations, analysis and journals for the accounting function of the Finance department. This position is also responsible for the timely preparation of information for the statutory compliance returns and the consistent application of relevant Finance Policy and Procedures across the general ledger.

### ■ Position Responsibilities

#### Key Responsibilities

- Assist in the preparation of the annual financial statements (general purpose) for the Society and ensure compliance with accounting standards
- Apply and interpret accounting policies and standards
- Prepare and process monthly journals, inclusive of supporting documentation in an accurate and timely manner
- Prepare monthly reconciliations of various balance sheet and profit and loss accounts. Review, identify and follow up reconciling items
- Lead and review the preparation of the BAS and FBT returns
- Challenge accounting processes and procedures
- Identify issues in processes and procedures and propose solutions
- Assist in the implementation and ongoing maintenance of accounting processes and ensure continual improvement
- Assist in the preparation of monthly management reports
- Assist with responding to monthly management report queries by providing timely and accurate information
- Provide advice on the accounting treatment of transactions
- Follow the process to ensure compliance with all Red Cross policies including Workplace Health and Safety
- Provide assistance to non-accounting staff in the preparation of accounting data and accounting related functions as required in accordance with the Finance Policy and Procedures
- Answer promptly and accurately to internal and external accounting queries
- Be familiar and comply with Red Cross Finance Policy and Procedures, accounting standards, relevant legislation and internal policies
- Assist to ensure complete integrity and compliance of financial information and systems.

- Continually documenting and maintaining procedures
- Assist with driving internal accounting policies and control procedures throughout the organisation ensuring robust internal controls as in place
- Build and maintain effective partnerships within and outside the finance function whilst building the understanding of accounting within the organisation
- Engage in open, positive, respectful and constructive style of communication with all stakeholders.
- Ensure confidentiality and discretion as appropriate, whilst promoting transparency
- Collaborate effectively within a team to ensure the achievement of objectives
- Projects as assigned by the Finance Manager and Team Leader –Financial Accounting.

## ■ Position Selection Criteria

### Technical Competencies

- Ability to work independently with a small amount of supervision
- Demonstrated Finance technical skills
- Ability to work effectively as part of a team
- Self motivated and ability to meet tight deadlines with a high degree of accuracy
- The ability to plan and prioritise workloads and workflow in order to meet deadlines
- Well developed oral, interpersonal and written communication skills
- Experience in the development and implementation of organisational policies and contractual requirements
- Proven time management skills
- Advanced MS Office Excel and intermediate MS Office Word skills.

### Qualifications/Licenses

- Completed (or nearing completion) CA/CPA qualification or equivalent
- Relevant tertiary qualifications in Business/ Commerce
- 2-5 years of relevant experience.

### Behavioural Capabilities

- **Personal effectiveness | Achieve results |** Demonstrated ability to manage work and achieve the results committed to. Ability to evaluate progress and make adjustments needed to achieve goals. Accept responsibility for mistakes and learn from them.
- **Personal effectiveness | Solving problems |** Demonstrated ability to identify situations or issues, consider options and develop solutions. Ability to communicate any problems, implement solutions and monitor appropriate actions.
- **Team effectiveness | Collaborating |** Demonstrated capability to work with others to reach common goals, sharing information, supporting and building positive and constructive relationships.
- **Team effectiveness | Communicating |** Demonstrated capability to communicate clearly and concisely ensuring messages are understood. Ability to express ideas clearly, listen effectively and provide feedback constructively.
- **Organisational effectiveness | Innovating and improving |** Demonstrated ability to identify and raise issues regarding ineffective work processes and take initiative to make improvements.

## ■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:  
**Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality**
- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters