

### Position Purpose

The Regional Accountant supports the Finance and Regional teams by ensuring that the appropriate financial control systems and accounting procedures are effectively implemented in the region. The role reports to the Regional Director and works closely under the guidance of the Financial Controller and in collaboration with the broader Central Finance team to ensure all systems within the region comply with the appropriate financial governance, accounting standards and organisational policies and procedures.

This role is responsible for providing business advice to the Regional Director by ongoing monitoring of income and expenditure against approved budgets, including monthly variance analysis and reporting.

### Organisational Context

At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults. Our work is based on three guiding pillars: Prevent, Protect and Empower. We strive to create an environment where employees feel valued and rewarded. By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

Anglicare Victoria is committed to ensuring diversity and inclusivity are embedded throughout our organisation for the benefit of our clients, volunteers and employees. Welcoming, supporting and celebrating diverse talents, knowledge, perspectives and experiences strengthens our workforce and our relationships with the communities we work with.

Our focus is to create a more just society which means eliminating discrimination in the services we deliver and the workplace we provide. We strive to be an inclusive, safe and responsive organisation which promotes diversity and actively supports inclusion for Aboriginal and Torres Strait Islander peoples, people from LGBTIQ+ communities, people with disabilities, people from diverse cultural and linguistic backgrounds, people of all ages, people with caring responsibilities and people with diverse religious beliefs or affiliations.

Being a diverse and inclusive organisation goes to the very heart of our work, and supports our strategic intent to transform the future of vulnerable children and their families.

### Position specifications

Reports to:	Regional Director or others as nominated
Direct reports:	As applicable
Internal stakeholders:	CFO, Financial Controller, Manager Budgets & Analytics, Finance team, Program Managers; all internal staff and support staff.
External stakeholders:	DHHS and other Government bodies, Strategic networks and partners, External Auditors
Hours	Full-time (38 hours per week)
Duration	Ongoing
Location	Morwell with travel throughout Gippsland

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Classification	An attractive remuneration package commensurate with the seniority of this position, including salary packaging, will be negotiated with the successful applicant.
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### Key responsibilities

#### Operational activities

- Manage accounting activities such as (but not limited to) general ledger postings, acquittal processes, monthly balance sheet and variance & expense reconciliations within expected timeframes and as per finance policies/accounting standards
- Support program reporting, funding and budget analysis both internally and to external stakeholders.
- Support Managers in regard to operational budgets and financial performance.
- Support Managers to ensure performance and adherence to expenditure in all service stream areas such as (but not limited to) Targeted Care Packages, brokerage and other related expenditure is maintained in line with funding.
- Provide line management support to local book keeping and financial support roles as required.
- Proactively work with the Regional Director and Central Finance Team to identify skill gaps and assist to support and develop skills within the regional team as required.
- Maintain updated knowledge of and work within Anglicare Victoria policies and procedures.
- In conjunction with RD & Program Managers prepare annual regional budgets.
- Undertake various funding tender requests for existing or new programs/services
- Overall funding income allocations per cost centre/program/service stream
- Involvement and or secondment in finance projects as required
- May also include oversight and or management of non-finance related activities e.g. property and fleet

#### Strategic partnering activities

- Actively participate in analysing, preparing and reporting on budgets, funding status, tenders and program expenditure in consultation with Managers, Regions and Central Office teams.
- Establish and maintain effective positive relationships within Anglicare Victoria and externally.
- Contribute proactively to operational and strategic projects, planning and initiatives.
- Supporting local leadership groups on business planning for various projects, including Government funding arrangements
- Participate and contribute to various leadership groups at the local and agency level

#### Quality service provision

- In conjunction with Central Finance implement and manage financial governance and record keeping procedures in the region to ensure integrity and security of data.
- Foster and maintain a commitment to service provision that meets all legislation, Government and Anglicare Victoria policies, procedures as well as Funding and Service Agreements.
- Participate in the development and implementation of financial systems and processes in collaboration with the broader Central Finance team enabling adherence to internal control requirements.

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- Ensure that service delivery meets best practice and accounting guidelines, QIP, accounting organisational standards.

Workplace Health & Safety activities	Inclusivity
<ul style="list-style-type: none"> <li>• Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures.</li> <li>• Take reasonable that your actions or omissions do not adversely affect the health and safety of themselves and others</li> <li>• Cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace</li> <li>• Report all injuries, illness or 'near misses' to your Supervisor or Manager</li> <li>• Participate in relevant health and safety training based on roles and responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure an engaged, positive and professional workplace culture in line with the expectations and policies of Anglicare Victoria.</li> <li>• Ensure an inclusive environment for all to support the maturing of our workforce in respect to Diversity &amp; Inclusion across all groups including LGBTIQ and Indigenous and Torres Strait Islanders.</li> <li>• Promote and role model positive behaviours and an open, inclusive and collaborative approach to working always behaving ethically and with integrity</li> </ul>

## Selection Criteria

Training and Qualifications	
<ul style="list-style-type: none"> <li>• Relevant Tertiary qualifications in a relevant finance, accounting or commerce</li> <li>• CPA/CA accreditation or working towards achieving this would be highly regarded</li> </ul>	
Essential experience and skills	Capabilities required
<ul style="list-style-type: none"> <li>• Previous experience in community services organisations and knowledge of GST applicable to not-for-profit organisations</li> <li>• Considerable knowledge and experience of accounting and reporting packages/systems</li> <li>• Knowledge of and experience working within a funding/not-for-profit environment in a similar role</li> <li>• Demonstrated level of self-awareness and resilience and the ability to manage multiple demands and prioritise accordingly</li> <li>• Sound stakeholder management and the ability to build and maintain strong, credible relationships to proactively encourage Managers and other stakeholders to adhere to program (cost centre) budgets.</li> </ul>	<ul style="list-style-type: none"> <li>• Displays resilience</li> <li>• Has a learning mindset</li> <li>• Shows cultural awareness</li> <li>• Puts clients first</li> <li>• Works collaboratively</li> <li>• Demonstrates technical and professional acumen</li> <li>• Manages, coaches and develops people</li> <li>• Inspires direction and purpose</li> <li>• Leads change</li> </ul>

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<ul style="list-style-type: none"> <li>• Ability to be self-directed and work autonomously.</li> <li>• Excellent interpersonal and communication skills, in written and verbal English</li> <li>• Demonstrated ability to meet deadlines with superior attention to detail and accuracy</li> <li>• Strong computer skills and use of full suite of Microsoft office.</li> </ul>	
<p><b>Essential requirements</b></p>	
<ul style="list-style-type: none"> <li>• All Anglicare Victoria team members must provide evidence of their valid working rights through an Australian/New Zealand birth certificate or passport, Citizenship certificate or Permanent residency certificate or an International passport with evidence of a valid working visa, which is subject to a Visa Entitlement Verification Online (VEVO) check.</li> <li>• All Anglicare Victoria team members' offers of employment are subject to a satisfactory Criminal History Check and possession of a current Working with Children Check prior to commencement.</li> </ul>	