



POSITION DESCRIPTION

POSITION TITLE	Financial Accountant - Treasury
DIVISION	Finance
DEPARTMENT	Finance
REPORTS TO	Acting Financial Controller

ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence (BSL) is for an Australia free of poverty. We pursue lasting change for a fairer and more compassionate Australia.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, business and other organisations to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth and employment, to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our programs that support digital literacy, energy efficiency and financial wellbeing. We research the causes and effects of poverty and connect policy, practice and research to advocate national, state and local policy solutions for people experiencing disadvantage.

The Brotherhood of St Laurence values diversity and inclusion with regards to its staff and the communities we serve. Our staff and volunteers come from diverse backgrounds, and we aim to create an inclusive working environment. BSL is committed to child, young people and vulnerable adult safety. We want all vulnerable people to be supported, respected, safe, happy and empowered. We are committed to the safety, participation, and empowerment of all our program participants.

DEPARTMENT PURPOSE

The Brotherhood's Finance department has a responsibility for providing high quality information and advice to all levels of the organisation plus developing and achieving best practise for the Finance function.

The Department is responsible for the preparation of timely and accurate financial information, maintaining a strong system of internal control and facilitating the management of the organisation's financial resources in an effective and sustainable way.

POSITION PURPOSE

The position plays a key role within the Finance department and is responsible for oversight and efficient management of cash, banking and treasury functions as well as ensuring BSL's timely compliance with all federal and state taxation related matters. In addition, this position is responsible for the implementation of BSL's investment strategy and policy and development of processes to monitor cashflow and investment performance.

The position works proactively and in close collaboration with wider Finance team and other stakeholders, with an aim to improve the existing financial processes and provide solutions for changing business requirements. The core deliverables for this role are efficient delivery of treasury, tax and investment functions as well as setting, analysing and presenting key financial data to assist Senior Management in making critical business decisions. This role manages 1-2 persons and is responsible for managing, driving and assistance with various projects across the Finance team and in collaboration with other teams.

KEY RESPONSIBILITIES

Leadership

- Oversight and management of a small team
- Supporting, coaching and development of team members, sharing knowledge and resources across Finance team

Tax

- Management of all tax matters, including BAS, FBT & Franking returns etc. in collaboration with the financial accounting team
- Maintain Tax Governance Framework
- Oversight, advice, liaison with and education to business units, management and finance to ensure tax compliance is achieved effectively and with optimised cost structure, partnering with tax advisory when required
- Collaboration with third parties, including but not limited to the ATO and BSL salary packaging service provider.

Treasury & Cash

- Development and maintenance of Treasury policy, cash flow reporting and forecast processes, including input to long term and short-term organisational planning.
- Daily operational cash management, long term strategic planning.
- Loan management if and as required, including compliance and reporting
- Development of action plans for management and committee to consider, implementation of agreed actions.
- Oversight of all banking, banking signatories and corporate card administration.
- Managing inflows and outflows of the BSL funding model, including reporting monies received and/ or distributed from fundraising, government grants and bequests.
- Work closely with fundraising team to ensure that bequests, donations and gifts are managed within the correct accounting standards and tax considerations.

Investments

- Implementation of Investment Policy & Strategy and related accounting, in close collaboration with external investment fund managers, the Finance team and Finance & Investment Committee (FIC).
- Management of compliance requirements of variety of funds, such as residential bonds.
- Compile accurate, complete and timely monthly finance reports, forecasts and analysis for presentation to the Executive and Board, including all journals and reconciliations as required.

General Topics

- Identify and document organisational risks and opportunities
- Transparent and informative reporting, accounting procedures in the area of responsibility
- Create and maintain relevant processes and procedures
- Ensure compliance with and enhancement of internal controls and control over funds
- Assistance with provision of information for the internal and external audit programs as required
- Work collaboratively with the whole Finance team to build and enhance the reputation of Finance across BSL as a group of trusted professionals committed to excellence
- Work collaboratively across the Finance team on various projects to improve the efficiency and effectiveness of the team and finance processes generally
- Demonstrate a commitment to BSL's quality framework and culture by participating in and promoting quality actions through continual improvement activities
- Model BSL's values and adhere to the Code of Conduct in everyday work practices
- Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with BSL policies and procedures.
- This position will require indirect contact with children and/or vulnerable individuals
- Other duties as required

SCOPE OF RESPONSIBILITY

Direct Reports: Business Analyst – Corporate Accounting, Business Analyst

Indirect Reports: Nil

KEY SELECTION CRITERIA

Career Experience:

- Significant relevant demonstrated experience in managing treasury/taxation/accounting
- Experience managing outsourced investment portfolio is preferred
- Demonstrated experience in provision of financial advice and analysis to non-financial senior managers
- Demonstrated stakeholder management skills
- Strong written and verbal communication skills

Personal Qualities:

- Strong problem solving and critical thinking ability

- Demonstrated ability to work collaboratively, including actively contribute to success of own and overall team objectives, find solutions and deliver high quality outputs to tight deadlines
- A commitment to maintaining and supporting child safety, equity, inclusion and cultural safety.
- Understanding of and empathy with the values and ideals of the Brotherhood of St Laurence

Qualifications/other:

- Bachelor degree in Accounting, Commerce, Economics or similar field
- Qualification of relevant field, ie CA / CPA or similar
- Sound knowledge of Excel required; experience with Microsoft D365 preferred

MANDATORY EMPLOYMENT CRITERIA

- Specific work requirements include work-based travel and attendance at a variety of different work locations
- Proof of eligibility to work in Australia is required
- A satisfactory Police Check is required - BSL will support successful candidates in this process.

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur and may be amended from time to time.