**JOB DESCRIPTION**

# Accountant – GL Reporting Independent Living

# **ABOUT UNITING**

**Our purpose:** To inspire people, enliven communities and confront injustice.

**Our values:** As an organisation we are **Imaginative, Respectful, Compassionate** and **Bold**.

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities, and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation, or gender identity. We commit to respecting children and take action to keep them safe.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

# **ABOUT THE ROLE**

**Role Purpose**

This role is responsible for preparing journals and other financial inputs that produces accurate and timely Financial Statements for the Independent Living business stream in Uniting. Assisting Finance Manager and team in the preparation of information for the month end and year end close, analysing and preparing accruals and other related information. Attention to details and analytical mindset will be key in this position.

# ROLE KEY ACCOUNTABILITIES

You will be an integral member of the GL & Reporting team in the Finance and Strategy through the following:

* Produce timely and accurate Finance information for analysis and business decisions.
* Assist the Finance Manager during the month end close for Independent Living Unit (ILU) and other business streams.
* Developing stakeholder relationships within the Finance and Strategy and business, matching expectations with the GL Reporting team performance.
* Producing Monthly, Quarterly and Annual Statements for the Retirement Villages.
* Key participant in the external audit process for Independent Living Units including preparation of audit schedules.  Liaise and respond to audit inquiries and request.
* Providing a collection of relevant data to assist with budgeting and forecasting, the operation of the team and production of regular reports.
* Conducting specialised studies as required, providing insights into the operation of the team and the organisation.
* Actively participate as a key team member to deliver service excellence.
* Actively promoting safe work practices in the workplace during all activities consistent with Uniting’s policies and comply with all WH&S legislation, policies, and procedures.
* Actively contributes to a safe and supportive working environment that is inclusive of all staff through celebrating their nationality, cultural background, LGBTI status, abilities, gender, and age.

# ABOUT YOU IN THE ROLE

As a staff member of Uniting, you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation, or gender identity.

**Your directorate:**  GL Reporting, Finance and Strategy

**You’ll report to:** Finance Manager (Sr Services)

# YOUR KEY RESPONSIBILITIES

**Financial management:**

* Preparation of Month-end accounts to close by the 4th working day of the month.
* All balance sheet reconciliations applicable to the set of Financials are completed within 5 days after the month end close. Ensure any adjustments to be resolved before the next month-end.
* Preparation of Monthly and Quarterly statements for Retirement Villages (Approx 70 Villages).
* Preparation of Yearly Annual statements for 70 Retirement Villages and their Audit.
* Lead the external audit process for Independent Living Units including preparation of audit schedules.  Liaise and respond to audit inquiries and request.
* Accruals, Prepayment & Adjustments for month-end, Year End closing procedure and prepare.
* Document and apply accounting procedures and continuously improve general ledger processes in response to audit findings.
* Proactively address potential audit findings.
* Collaboration with cross functional teams to assist in Budgeting and variance analysis to support strategic planning.
* Ensure accuracy of the data in the accounting systems including journal entries and reconciliations by performing regular checks of sub ledgers and reconciliations.
* Ensure that all activities and operations within the scope of responsibility are performed in accordance with the Finance and Strategy targets.
* Ensure accuracy in the transaction posting for the corporate ANZ/ EMS card.
* Ensure provisions/accruals are based on best estimates and are auditable.

**Operational processes:**

* Ensure approval and posting of all standard and ad hoc general ledger transactions, other operating transactions, and recurrent accruals to operating level agreements.
* Interaction and discussion with Village Mangers and Area Managers for issues related to Village expenses and income issues, their accruals, and adjustments.
* Supervision and checking of emails specifically set up for Village Manager and GL Team interaction.
* Prepare working files and supporting documents for annual external financial audit as requested.
* Liaise and respond to audit inquiries and request.
* Process daily, weekly, and monthly journals to reflect ILU income and expenses (including accruals) and implement necessary checks to ensure all potential errors are prevented.
* Participate in other project work where required.

**Client relationship:**

* Develop and operate a reporting framework for the Finance and Strategy that informs all stakeholders of the performance and the performance of their process inputs to Finance and Strategy team.
* Ensure that organisational and departmental goals are achieved through effective teamwork and the provision of effective cross-functional business service support.
* Maintain a high standard of conduct and work performance to promote our reputation with key internal and external stakeholders.
* Establish and nurture collaborative relationships based on trust, integrity, respect, and community across Uniting. Ensure service standards are delivered commensurate with agreed expectations.

**People leadership:**

* Model the values of the Uniting Church by respecting and valuing the inherent dignity and uniqueness of each person, celebrating diversity, passionately pursuing social justice and inclusion.
* Drive a culture of openness, feedback, and productivity.
* Positively model and display accountability for upholding the organisation’s Code of Ethical Behaviour.
* Take care for the safety of yourself and others at all times and undertake work in a safe manner in accordance with policies, procedures and instructions (written or verbal).

# YOUR KEY CAPABILITIES

**Individual leadership**

* **Improving performance -** Works with others and offers suggestions to find ways of doing the job more effectively.
* **Owning the job -** Takes ownership for all responsibilities and honours commitments within their own role and strives to achieve goals with a "can-do" attitude to levels of excellence.
* **Perseverance** - Remains committed to completing the job in the face of obstacles and barriers.
* **Timeliness of work -** Sets achievable timeframes and works to complete projects, tasks and duties on time.

**Business Acumen**

* **Organisational Operation -** Displays awareness of Uniting’s business objectives and understands how personal objectives relate to those objectives.
* **Organisational Objectives -** Has broad awareness of Uniting’s vision and values and how they apply to issues in the team.
* **Develops and Grows the Business –** Understands team and organisational goals and works collaboratively with Team Members to achieve organisational goals**.**
* **Makes Sound Decisions –** Analyses problems, seeks input from relevant people and then takes appropriate action to implement the most effective solution in a timely manner.

# YOUR KEY PERFORMANCE INDICATORS

**Financial management:**

* Delivers Financial Reports with high accuracy first time to management and business with minimal adjustments required.
* Profit &Loss & balance sheets applicable to the set of Financial Reports are achieved within the agreed working days.
* Good Rating on internal and external audits
* Positive feedback from key stakeholders on customer service provided by GL Reporting team.
* An understanding of financial transaction processing and reporting requirements in a large and complex organisation and the ability to define and manage Service Delivery accountabilities, processes and capabilities required to achieve strategic objectives within a Shared Services model.

**Operational processes:**

* Provide input into documentation of work processes to train and guide other team members.
* Monitor adherence to corporate governance requirements and take corrective and preventative action to ensure requirements are met.

**Client relationship:**

* An ability to understand and effectively develop customer engagement strategies and ensure their ongoing success through regular and open communication.
* Positive feedback from management and stakeholders of the general ledger team in relation to accurate and timely information being provided.
* Stakeholders and other users of the GL Reporting information are informed on key financial information and use this information for key business decisions.

**People leadership:**

* High morale and low attrition within the GL Reporting team due to effectively working together as a proactive team member.
* Possess an in-depth knowledge of the tasks performed and understanding of area of responsibility.
* Own Objectives and Targets are well defined and understood.

# QUALIFICATIONS & EXPERIENCE

**Qualifications:**

* Tertiary qualification to bachelor’s degree level in Finance / Accounting and professional qualification in CPA/CA.
* Additional post-graduate qualifications such as Information Systems, Business Administration or Masters in Finance / Accounting are desirable.

**Skills:**

* Excellent skills in the operation of accounting software, Microsoft Office Apps, analytical and report writing applications and analytical tools including Excel.
* Highly developed communication and relationship building skills to ensure optimum information flow within the Finance and Strategy team and Senior Management.
* Strong research and analytical skills to investigate compliance matters, variances on the monthly P&L result and balance sheet reconciliations.
* Knowledge of Microsoft D365 preferred.

**Experience:**

* At least 5 years’ experience in a similar Finance role.
* Strong knowledge of the aged care and family services sectors.
* Strong working knowledge of ERP systems as used in large scale service environments.
* Excellent written and verbal communication skills, be organized, systematic, thorough, accurate and disciplined.

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| **Employee Name:** | Click here to enter text. | **Manager’s Name:**  **Title** | Lena Kassis  Finance Manager – Senior Services |
| **Date:** | Click here to enter text. | **Date:** | 13/11/2023 |
| **Signature:** |  | **Signature:** |  |