

Amaze

24 Drummond St, Carlton VIC 3053
 PO Box 374, Carlton South VIC 3053
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Amaze Position Description

Position Title: Financial Accountant	Program Area: Corporate Services
Reporting to: Finance & Operations Manager	Effective date: January 2020
Direct Reports: NIL	FTE: 0.6

Amaze Social Impact, Purpose and Strategic Directions

Our Social Impact: Amaze aims for a society that i) respects the dignity autistic people and ii) offers each of them opportunities for meaningful participation and to make a valued contribution.

Our Purpose: We build understanding, engagement and acceptance of autism. We develop community capacity by working with others to help them value and support autistic people and their families.

Outcomes to be achieved by 2040: 1) Community understanding of autism in Victoria increases over time; 2) Attitudes and behaviours towards autistic people by the Victorian community (government, private and social sectors) improves over time; 3) Opportunities for meaningful participation and a valued contribution increase for autistic people.

Strategic Activities:

Build understanding, engagement and acceptance of autism through media activity to promote facts and dispel myths, World Autism Acceptance Day, provision of information and resources.

Advocate for positive change through quality, evidence based advice to governments and other organisations on critical issues for autistic people including early identification and assessment, NDIS, education, employment, mental health, women & girls.

Community engagement and capacity building through consultation with the autism community, improving knowledge, skills and capability of individuals and private, public and social organisations.

Ref Amaze Strategic Plan 2018-21

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Amaze is committed to improving employment opportunities for autistic people. We do this through advocating to the broader community and employing autistic people at Amaze. We endeavour to provide support and adjustments through the recruitment process and throughout employment to the specific needs of autistic candidates and employees. Autistic people with the skills and experience outlined in the position description are encouraged to apply.

Position Summary and Overall Scope

The Financial Accountant is responsible for preparing the financial & management reporting, managing tax payments, managing the month end closing activities and conducting cost and revenues analyse. The role also requires the maintenance of the accounting controls by preparing and recommending policies and procedures.

Key Responsibilities

- **Financial Responsibilities:**
 - Manage all aspects of the month end accounting functions for the business.
 - Produce financial reports for monthly Finance, Audit and Risk Committee meetings including P&L, Balance Sheet, Ratio analysis and Financial Forecast.
 - Monitor the financial forecasts with analysis and commentary each month to monitor achievement of the annual budget.
 - Monitor the Cash Flow on a monthly basis.
 - Assist in developing the organisational annual budget.
 - Support individual Managers with monthly variance analysis of actual results to budget, forecasting and reporting at program level.
 - Maintain Asset Register and Depreciation Schedule.
 - Overseeing payroll, accounts payable and accounts receivable functions within the finance team to ensure performed on time and within organisational controls and policies.
 - Develop and review finance processes and system enhancements.
- **Audit Responsibilities:**
 - Manage the annual external audit and ensure no material audit findings are identified.
 - Work with the external accountants for completion year-end financial reporting.
- **Quality Management System Responsibilities:**
 - Assist in reviewing the Amaze QMS including development of new policies and review of existing policies as required as well as the supporting procedure documents.
- **Risk Register Responsibilities:**
 - Maintain the Risk Register, record all of the organisation's identified risks, the

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likelihood and consequences of a risk occurring, the actions taken to reduce the risks and who is responsible for managing them.

- **Compliance Responsibilities:**
 - Ensure compliance with ATO and other legislation (including Not-for-Profit/DGR status, OH&S, FBT, PAYG, Superannuation, WorkCover) and accounting standards.
 - GST & Payroll Tax preparation and submission.
 - Remain abreast of changes in legislative and regulatory environments pertaining to Not-for-Profit organisations.
- **Other Responsibilities:**
 - Participate in minimum 4 feedback sessions (10 min) between leader and staff.
 - Undertake other duties in line with qualifications, skills and experience as required and agreed with the Finance & Operations Manager.

Relationships – Internal and External

Other Internal:	Executive Management Team Managers Other staff at Amaze
External:	Auditors Government departments IT service providers Suppliers

Key Selection Criteria

Qualifications:

- CPA/CA Qualified.

Experience:

- Sound technical accounting knowledge (ideally 5+ years)
- Demonstrated experience in developing reporting and financial forecasts and assessing
- Demonstrate experience in managing month-end closing
- Proficiency in the use of Microsoft Office suite, MYOB and Zero.
- Experience in a Not-For-Profit environment would be highly regarded.

Competencies:

- Proven ability in driving finance business improvements.
- Well-developed communication, interpersonal and influencing skills with the ability to support operational managers.
- Excellent attention to detail and the ability to consistently produce work of a high standard and accuracy.
- Advanced organisational skills with a demonstrated ability in setting priorities, meeting deadlines, being proactive and motivated.
- Strong analytical skills and the ability to problem solve.

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- Ability to work independently and with
- Other**
- National Police Check and Working with Children Check is required.
 - Current Victorian driver's license is desirable.