

Position Description

Position details

Position Title:	Management Accountant	Reports to:	Finance Manager
Team:	Finance/ Agency Operations Team	Location:	Brunswick
Classification:	Level 6	Status:	0.9 EFT - 9 days per fortnight

The Organisation

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The Victorian Foundation for Survivors of Torture Inc. (VFST), also known as Foundation House, provides services to advance the health, wellbeing and human rights of people from refugee backgrounds who have experienced torture or other traumatic events.

Established in Melbourne in 1987, Foundation House is non-denominational, politically neutral and non-aligned. It is constituted as a not-for-profit organisation managed by an elected Board of Management and is funded by the Commonwealth and Victorian Governments, philanthropic organisations and donations from private individuals.

Foundation House is a state-wide agency offering services in metropolitan, regional and rural areas. Offices are in Brunswick (head office), Dallas, Dandenong, Ringwood and Sunshine. Services are also provided in partnership with other agencies outside of the metro area. With approximately 200 staff the organisation:

- Provides services to clients in the form of counselling, advocacy, family support, group work and complementary therapies
- Works with client communities and the sectors they interact with
- Offers professional and organisational development
- Advocates to governments for improvements to policies and programs
- Conducts and contributes to research

Working with approximately 5,000 clients a year a trauma recovery informed service model guides the integrated organisational structure which is comprised of the following areas:

- Direct (Client) Services
- Practice Development & Learning
- Community and Sector Development
- Corporate Services

Foundation House is committed to promoting and protecting the interests and safety of children and this is reflected in our organisational policies, protocols and staff development.

Mission

To advance the health, wellbeing and human rights of people from refugee backgrounds who have experienced torture or other traumatic events.

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Team Summary

The Corporate Services Group supports the work of the organisation, to ensure efficient and effective agency operations in Finance, Human Resources, Information Technology, Administration/Reception and Communications. All staff within the Corporate Services Group are expected to work collaboratively and constructively with other members of the team and with the wider staff team.

The Finance team is comprised of five staff and covers the full range of financial accounting, reporting, operations and payroll activity. The team comprises the Manager, Management Accountant, Finance Officer (payables and receivables), Payroll Coordinator, and Payroll Officer.

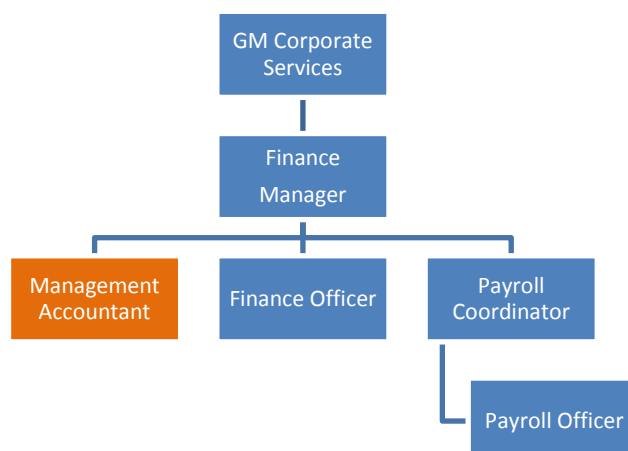
Position Summary

The role of Management Accountant is responsible for management reporting, budgeting, and compliance with relevant legislation, funding requirements and contract management, monitoring and other financial matters. The Management Accountant will ensure the ongoing maintenance of appropriate internal controls, financial procedures and regulatory compliance regarding all financial functions.

Scope & Dimensions:

Budgets: Nil
Number of staff: Nil

Reporting lines:



Key Responsibilities

Key Responsibility
<p><u>Financial Planning and Analysis</u></p> <p>Undertake budgeting, forecasting and variance analysis of key budgets and financial reports to deliver monthly management reporting and analysis for managers in a timely and accurate fashion to enable effective decision making and monitoring of financials.</p> <ul style="list-style-type: none">• Work with the Agency Management Team in the preparation of program budgets.• Support the budget cycle by preparing the annual budget, mini-budgets and mid-year budget review.

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- Support the Finance manager in monthly management reporting and analysis by cost centre and region (vs. budget).
- Undertake monthly monitoring of income, expenditure and budgets – monthly.
- Assist with preparation of Board reporting and associated schedules.
- Prepare financial acquittals consistent with the requirements of the funders.
- Contribute to the review of financial policies and procedures including policy and procedural development.

Accounting and Administration

Monitor financial reports to ensure timely and accurate recording of financials to provide input into budgeting, forecasting and analysis requirements.

- Oversee and support Accounts Payable and Receivable as required.
- Undertake journals entries: credits and debits, accruals, prepayments, depreciation, payroll salary and salary packaging, super.
- Prepare monthly wages and superannuation reconciliations.
- Review fortnightly PAYG payment processed by the payroll provider and ensure accuracy of recording in the finance system.
- Review all month-end closing activities including general ledger maintenance, balance sheet reconciliations and administration overhead cost allocation.
- Calculation of GST owing and preparation of quarterly BAS returns.
- Calculation of the WorkCover insurance (certified and estimated) and submission to CGU Worksafe.
- Assist Payroll and Finance Manager in preparation of quarterly returns to the Portable Long Service Authority.
- Support the Finance Manager with the preparation of the year-end audit and statutory accounts.
- Prepare and submit Annual Information Statement to the Australian Charities and Not-for-Profits Commission.
- Assist with other finance functions including annual financial report.
- Maintain an awareness of changes in accounting standards and legislation that may impact Foundation House to ensure ongoing compliance.

Contract Management

Maintain records of all funding contracts and ensure, in collaboration with individual managers, adherence to contract terms that directly involve Finance.

- Update the Acquittals Register for significant changes and for Board use.

Organisation Commitment

- Undertake your role consistent with organisational policies and procedures.
- Support team operations through responding flexibly to requests to participate in projects or undertake a range of support tasks that improve services for staff or clients.

OHS

Actively contribute to health and safety at Foundation House by being aware of safety policies and procedures and consciously applying these every day to ensure the health and safety of our workplace.

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Personal Qualities

The Management Accountant has excellent attention to detail with a systematic approach to their work and high level of accuracy. They will enjoy working autonomously whilst being a collaborative team member. They will communicate effectively with staff and management with the ability to explain financial concepts and reports to non-accountants. They will plan, prioritise and manage their own workload, setting and meeting tight deadlines.

Selection Criteria

Qualifications:

Recognised tertiary accounting qualification. CPA/CA qualified.

Skills

- Experience and proven ability in the preparation of annual budgets, management accounts and financial reports.
- Experience and proven ability in preparation of project proposals budgeting and costing.
- Experience in the management of budgets and undertaking variance analysis.
- Very good financial accounting systems experience including intermediate to advanced excel skills. Experience with QuickBooks or similar accounting package.
- Demonstrated high attention to detail, sound judgement, and analytical and problem solving skills.
- Strong communication skills – both verbal and written.
- Proven ability to work effectively in a small team environment, as well as autonomously with minimal supervision.
- Experience working in a not-for-profit environment will be advantageous.

Knowledge

- Demonstrable knowledge and expertise in the use of accounting, financial management and financial reporting systems.
- Understanding of not for profit operations and culture including ACNC standard accounts and reporting expectations.
- Understanding of Foundation House programs.

Conditions of employment

- A satisfactory police check, WWC will be required of the successful applicant.
- The conditions of employment for this position are as prescribed in the Victorian Foundation for the Survivors of Torture Enterprise Agreement

Approval and Acknowledgement

Date PD last reviewed:	November 2019
PD Approved by:	GM Corporate Services
Date of approval:	November 2019