



Position Description

Position Title: **Manager, Accounts**

Position Aim: To ensure that CID meets all financial obligations in accordance with relevant legislation and contractual agreements.

Reports to: Senior Manager Corporate Service

Direct Reports: None

Key Relationships: Internal –Leadership Team, Treasurer, staff

External – Suppliers, funders, service providers, government and non-government organisations; auditors

Award Placement: Level 7 Social, Community, Home Care and Disability Services (SCHADS) Award,

Position Status Part time – 12 hours per week

Hours of work Flexible, between office hours 8am-6pm but must be available every second Thursday to process payroll

Position Location Surry Hills, Sydney

Conditions of employment Salary packaging available

Employer superannuation contribution is 9.5%

Appointment is contingent on a satisfactory Police Record Check and Working with Children Check

About Council for Intellectual Disability (CID)

- CID is a peak body representing the rights and interests of people with intellectual disability in NSW.
- CID undertakes advocacy, information provision and projects that advance the rights of people with intellectual disability.

Role Responsibilities

- Support Senior Manager Corporate Services in the preparation and submission of annual budget
- Undertake weekly and monthly bank reconciliation
- Prepare monthly management accounts including standing entries for prepayments, depreciation and grant allocation
- Preparation of monthly financial reports for leadership team and Board/Governance Committee
- Process payroll, superannuation and respond to staff enquiries
- Process and manage payables and invoices and respond to supplier/customer enquiries
- Cash flow management and reporting
- Maintain records and systems for annual audit
- Provide financial information for acquittal reports for funders
- Promote finance best practice across organisation.

Essential Selection Criteria – Skills and Experience

- Commitment to the human rights of people with disability and the principles of inclusion and participation.
- Sound technical accounting knowledge, qualified member with professional accounting body eg CA, CPA, CIMA.
- A minimum of 3 years' experience in managing financial operations and accounting services including annual budget and statutory financial reporting.
- Demonstrated experience in all aspects on MYOB or other financial system including payroll, invoicing, payments, and reporting.
- Evidence of experience in processing and management of payroll and associated processes and understanding of award provisions.
- Experience in Accounts Receivable and Accounts Payable transactions and processes.
- Demonstrated high levels of accuracy in budgeting, forecasting and processing of actuals and accruals.
- Demonstrated ability to work independently and meet deadlines.
- Excellent computer literacy including the Microsoft Office suite.

Aboriginal and Torres Strait Islander people and people with disability or living with mental illness are strongly encouraged to apply.

Signed by CID Representative	Signed by Employee
Signature	Signature
Date	Date