



metro assist

POSITION DESCRIPTION

Position Title	Accountant
Employment Status	Part Time Fixed Term (21 hours p/wk)
SCHCADS Award	SCHCADS Award Level 4
Reporting to	Finance Manager
Directly Supervising	Nil
Work Area	Head Office Campsie
Office location	Head Office Campsie
Date Prepared/Updated	13 July 2021

Position Purpose

The Accountant performs an essential role within the Finance Team by overseeing the accounts and payroll functions performed by the Accounts Administrator, while assisting the Finance Manager to manage Metro Assist's financial function. The Accountant is responsible for ensuring the accurate and efficient completion of all the financial processes required to meet Metro Assist's financial and statutory obligations. The Accountant is charged with preparation of monthly financial reports and completion of the monthly reconciliations for all bank and general ledger accounts to confirm the accuracy of those financial reports.

Conditions

Employment for this position is subject to a Working with Children and Police Check.

Core Requirements

KEY RESPONSIBILITY AREAS	ROLE REQUIREMENTS	KEY PERFORMANCE MEASURES	WEIGHTING
<i>Vision, Mission, Values</i>	<ul style="list-style-type: none"> Working knowledge of the Metro Assist’s Vision, Mission, Values, client requirements and the community context. General knowledge of administrative functions within the organisation, services and referral agencies/partner organisation. 	<ul style="list-style-type: none"> Understands and articulates significance of Metro Assist’s Vision and Mission and follows organisational values in day-to-day work. Positive feedback is received from client surveys and stakeholders. 	N/A
<i>Leadership / Teamwork</i>	<ul style="list-style-type: none"> Able to work with minimal supervision and escalates issues as appropriate. Works collaboratively with team members and Identifies areas of change for team improvements. Shows by example a high level of motivation and sustained discipline to provide effective customer service to clients. Participates in providing solutions to problems associated with specific areas of responsibility. 	<ul style="list-style-type: none"> Adheres to timeframe and makes timely responses to team issues and requests. Positive feedback received from team members and the Finance Manager. Demonstrates initiative and participates in team problem-solving. Attendance and contribution to team meetings and other regular meetings of relevance. 	N/A
<i>Interpersonal Skills / Communication</i>	<ul style="list-style-type: none"> Deals regularly with correspondence or enquiries from clients, suppliers or external organisations. Able to resolve conflict with assistance. Uses positive engaging techniques while dealing with clients and staff. Has effective listening skills and seeks, provides and/or shares information in an appropriate and respectful manner. 	<ul style="list-style-type: none"> Communicates effectively and in a timely manner with staff, clients and stakeholders, always conforming to Metro Assist’s Privacy and Information Security Policies. Is aware of organisational protocols relating to conflict resolution and follow when required. Is able to show empathy and use assertive and listening skills while dealing with clients and staff. Positive feedback received from internal and external stakeholders. 	N/A

KEY RESPONSIBILITY AREAS	ROLE REQUIREMENTS	KEY PERFORMANCE MEASURES	WEIGHTING
<i>Continuous Improvement / Quality</i>	<ul style="list-style-type: none"> • Suggests changes to improve quality in own work area and makes agreed changes. • Identifies opportunities for improvement and suggests amendments to documentation/processes. 	<ul style="list-style-type: none"> • Identifies and recommends changes to procedures, protocols and work systems. • Contributes to discussions around administrative/accounting practices and trends. • Attends training and workshops and keeps work knowledge up to date. • Takes personal responsibility for contributing to workplace problem solving and continuous improvement. 	N/A
<i>Practices / Safety / Standards</i>	<ul style="list-style-type: none"> • Adheres to Metro Assist Policies and procedures, service delivery standards, staff code of conduct, and all relevant government legislation (eg. WH&S) and relevant standards. • Adopts a professional approach to practice including Financial and general accountability. • Complies with Metro Assist Information Security and Information Transfer policies and all other standards, plans and procedures relevant to the finance area. • Ensures the security and protection of information assets under their custody. 	<ul style="list-style-type: none"> • Is conversant with Metro Assist's policies and procedures, codes of conduct and relevant legislation and safe work practices and applies the policies effectively in own practice. • Attendance at security awareness training and prompt follow up on ISM improvement instructions. • Reports and responds to any suspected or actual security breaches. 	N/A

Functional Requirements

KEY RESPONSIBILITY AREAS	ROLE REQUIREMENTS	KEY PERFORMANCE MEASURES	WEIGHTING
Administration	<ul style="list-style-type: none"> Respond to internal and external enquiries (phone and email) in a prompt, courteous and professional manner. Escalate complex enquiries to the Finance Manager or other appropriate staff member. 	<ul style="list-style-type: none"> A high standard of customer service is maintained when representing Metro Assist on the phone or via email – customer feedback is of a positive customer experience. All requests by Metro Assist employees are responded to quickly and professionally. 	5%
Accounts Receivable, Payable and Bank Reconciliations	<ul style="list-style-type: none"> Oversee the work of the Accounts Administrator in processing accounts payable invoices, credit card payments, NILS payments, staff expense reimbursements and petty cash reimbursements. Prepare and email invoices as per contractual agreements with funding bodies. Reconcile all bank accounts on a weekly basis (using automatic bank feeds in Xero) and investigate any unusual transactions. Maintain overall awareness of financial requirements under Metro Assist’s funding contracts and ensure invoiced amounts correspond with contracts and/or the latest correspondence. Follow up with debtors regarding any unpaid invoices. Draw down the appropriate share of revenue on a monthly basis for each Grant in Advance (GIA) account and reconcile all GIA accounts at the end of each month. Scan and upload copies of all documentation including all bank statements to the Accounts share drive. 	<ul style="list-style-type: none"> All payments are approved by the appropriate person (as per Metro Assist Delegations schedule) and bank details correspond exactly to invoice. GST is correctly recorded on all payments as per supplier’s registration for gst and the ATO rules relating the gst-free purchases etc. All payments are accurately entered into Xero and paid in a timely manner. Accounts Receivable invoices do not remain unpaid after the due date. All tasks are completed with high level of accuracy. All documents uploaded to the Accounts share drive are clearly labelled and correctly categorised into the correct sub-directories. 	25%

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<i>Statutory Requirements & Payroll Oversight</i>	<ul style="list-style-type: none"> • Oversee the work of the Accounts Administrator in processing the end-to-end payroll and providing accurate payslips to employees. Act as a back-up for all payroll processing functions during periods of annual or personal/carer's leave. • Review and approve the Accounts Administrator's calculations of payroll accruals at month-end. • Prepare and lodge the monthly Instalment Activity Statements for ATO. • Prepare and lodge the quarterly Business Activity Statements for ATO. • Prepare the annual workers compensation wage declaration report for insurer. • Review and Finalise Payment Summary information for all employees at year-end and submit to ATO. • Maintain knowledge of all relevant legislative provisions and all changes in SCHADS Award. 	<ul style="list-style-type: none"> • All employee-related statutory obligations are met and processed accurately. • All statements provided to ATO are accurate and submitted by the date required. • All staff are paid the correct wage, superannuation and any allowances for the pay period (ie. correct rate of pay, for actual hours worked or taken as approved leave.) • Employees are provided with an accurate payslip on the day their wage is paid. • All accrued leave shown on payslips is accurate. • All payroll documents, including timesheets, mileage reimbursements and leave forms have the required authorisation by the appropriate manager. • Responses to internal enquiries are all made in a prompt, courteous and professional manner. • Confidentiality is maintained at all times and all payroll records are securely stored. 	15%
<i>Budgeting & Audit</i>	<ul style="list-style-type: none"> • Prepare relevant financial information and supporting documentation for grant proposals and acquittals, as required. • Prepare working papers and documentation required for annual interim and final audit. • Assist the Finance Manager in the preparation of Metro Assist's annual budget by program. 	<ul style="list-style-type: none"> • Efficient completion of annual audit. • All historical and forecast data is accurately recorded, consolidations are correctly calculated, and budget tasks are prepared in a timely manner. 	15%

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<i>Reconciliations & Reporting</i>	<ul style="list-style-type: none"> • Calculate and process journals for accruals and prepayments, apart from the payroll-related accruals (prepared by the Accounts Administrator) • Maintain the Fixed Asset Register, process the monthly depreciation expense. • Prepare general ledger reconciliations at month-end for all Balance Sheet accounts. • Scan and upload copies of all documentation relevant to account reconciliations to the Accounts share drive. • Prepare monthly financial statements, including Profit & loss, Balance Sheet and Cash Flow Stmt. • Provide support to the Finance Manager in the preparation of various monthly financial reports for the Board, CEO and Program Managers. 	<ul style="list-style-type: none"> • All financial reports are accurate, reflect the correct accounting treatment and are completed in a timely manner. • All Balance Sheet items have a corresponding reconciliation report with month-end balance as per Xero. All reconciliations are clearly labelled and easily understood by the Finance Manager and external auditors. • All documents uploaded to the Accounts share drive are clearly labelled and correctly categorised into the correct sub-directories. 	40%
<u>Special Projects/Tasks</u> As and when required by [CEO/Manager]	<ul style="list-style-type: none"> • As and when required by the supervisor/Manager work on specific project/event related to the core functions. 	<ul style="list-style-type: none"> • Satisfactory completion of tasks/role within defined Scope, specification, time frames and budget. 	

Decision Making Authority

You are responsible for fulfilling your duties within the framework of legislative requirements and Metro Assist Limited's policies and procedures. Issues are usually resolved without reference to your immediate supervisor but matters that arise which are outside the policy framework or matters which may potentially escalate to the detriment of Metro Assist Limited should be reported to your immediate supervisor.

Endorsed by: CEO July 2021

Employee Acknowledgement

I acknowledge the following:

- I have read and discussed this position description with my team leader/manager; and
- I understand the position objectives, key tasks, responsibilities and performance standards.

Employee Name: _____

Employee Signature: _____

Date: _____