

Systems Accountant

Our vision: *People and communities have strong mental health and wellbeing.*

Our purpose: *Partnering with clients and carers to deliver mental health and wellbeing services that enhance quality of life.*

Our values: *Hope, Creativity and innovation, Client focus, Making a difference, Integrity.*

Position Information

Purpose	The Systems Accountant, as a member of the Financial Control team within Organisational Performance, will act as the system administrator for TechnologyOne and produce all financial reports to support Mind's Executive and Management teams. The Systems Accountant will provide meaningful information and training on systems to enable Managers to understand financial and performance targets. The Systems Accountant will manage all software vendor relationships relating to the Financial Control team and drive automation, innovation and integration to enhance efficiency and enable the team to adapt to future growth of the business.
Position reports to	Financial Controller
Mind classification level	IEC Level 1
Stream	Organisational Performance - Finance
About the service	<p>Mind is a leading provider of client-focused mental health services. Mind works with people who experience mental health difficulties, to help them live well in the community, with or without symptoms. At Mind, we recognise that having safe and affordable housing, getting a job and building trusting and supportive relationships are integral elements of the recovery journey and essential to maintaining good mental health.</p> <p>Mind offers a diverse range of services including recovery-focused individual and family services, case work and case management support, transition from acute settings to community support, residential rehabilitation services for young people and adults, housing services, respite services, volunteer and mentor programs, information and referral and complex case management services. It also offers a range of specialist programs including programs for people with a mental health illness and intellectual disability, recreational and arts programs and family strengthening programs.</p>

Mind values the experience and contribution of people from all cultures, genders, sexualities, bodies, abilities, ages, spiritualities and backgrounds. We encourage applications from Aboriginal and Torres Strait Islander peoples, people with a lived experience of mental ill-health and recovery, people living with disability, those who identify as LGBTIQ and applicants from culturally and linguistically diverse backgrounds.



	Within the Organisational Performance Business Unit, the Finance team is located in the central office of Mind Australia.
Position description effective date	January 2022
Responsibilities	
Strategy	<ul style="list-style-type: none"> • Deliver workforce strategic opportunities to support the provision of Mind services from a National perspective. • Represent Mind in key sector initiatives, forums, working groups etc. • Foster positive relationships with key partners and key stakeholders and ensure advice is consistent and contemporary.
Business acumen	<ul style="list-style-type: none"> • Strong focus on business sustainability and agility. • Operate within delegated authority and undertake a range of governance tasks that support efficient and effective service delivery.
Infrastructure and systems	<ul style="list-style-type: none"> • Manage all software vendor relationships within the Financial Control team including Payroll. • Identify software needs, evaluate, select and implement software solutions. • Develop and manage the relationship between the Financial Control and the Information Services teams. Provide expertise in software architecture ensuring the needs of the Finance team are met. • Manage the integration and automation of software that interfaces with the Finance system. • Together with Financial Controller, develop and execute on plan for the seamless integration of systems and automation of interfaces (Payroll, CIM, Banking, Billing, Accounts Payable, Power BI, Proda, etc.). • Manage finance and reporting systems appropriate for Mind. • Manage the Mind chart of accounts, undertaking regular reviews and making improvements as required to meet organisational changes. • Applying automation and innovation, develop, plan and execute reduction in days for month-end close. • Drive efficiency and reduce incidence of manual journals and other manual processes.
ERP System administration and maintenance	<ul style="list-style-type: none"> • Manage the integrity of the TechnologyOne finance system with system administration rights. • Create and maintain Chart structures including Cost Centres, Accounts, Project and selection codes. • Manage the creation of new system users including assigning privileges such as profiles and security categories. • Train, support and assist TechnologyOne system users as required.



	<ul style="list-style-type: none"> • Manage all system issues, maintaining a register and resolve issues with TechnologyOne consultants and Help Desk. • Manage and execute monthly Excel One Reporting Schedules. • Maintenance of XL One Report criteria. • Create XL One reports to assist with better reporting and analysis. • Perform month end closes and year end rollover. • Develop system and process improvements.
Reporting	<ul style="list-style-type: none"> • Together with the Financial Controller prepare and distribute financial reports as required for the Board, Board sub-committees (FAaR) and management, and regularly review reporting requirements and implement changes. • Assist with the mapping of accounts in the preparation of statutory Financial Statements for Mind and its subsidiaries. • Together with the Financial Controller and Senior Accountant manage the preparation of the monthly Management Reports for consideration. • Support and guide operational and departmental managers to understand and analyse management accounts and variance analysis. • Ensure all internal and external financial reporting is filed on time and is complete and accurate. • Financial Reporting always is compliant (no adjustments are proposed by external auditors for policy non-compliance). • Analyse monthly financial and performance data and report variance analysis to Service Managers, General Managers, Business Managers, Executive Directors and the Financial Controller. • Develop reporting capability for trend analysis. • Analyse operations by service types and explain major variances. • Perform analytical work as requested by management. • Lead the automation of system processes within the Financial Control team by identifying solutions to manual processes. Automate general ledger entries to record designated transactions. • Finalise monthly management reports within designated timeframes. • Manage the creation of new reports in the finance system as required. • Create FTE reports from Payroll reports for managers.
Acquittals and grants	<ul style="list-style-type: none"> • Together with the Financial Controller and Senior Accountant, lead the Assistant Accountants in the preparation of funding acquittals for external stakeholders. • Develop reports that enable the comparison of financial data with performance data and liaise with managers to complete acquittals. • Prepare documentation on acquittals for external audit purposes.



	<ul style="list-style-type: none"> • Assist external auditors with the acquittal audit. • Together with the Financial Controller and Senior Accountant, review and submit acquittals for grant and funding monies received by Mind by the due dates. • Develop solutions to enable Mind data to be populated into the acquittal templates of external stakeholders (particularly in relation to the Housing Registrar, lenders, PHNs and Government Departments).
Accounting policy and compliance	<ul style="list-style-type: none"> • Key accounting policies are fully documented. • Action plans exist to remediate all items raised by regulators and/or auditors. • Document procedures and processes of Finance functions. • Keeping accounting records in a neat and systematic manner.
External audit and internal control	<ul style="list-style-type: none"> • Support external audit and demonstrate system processes to the auditors • Maintain necessary internal controls to ensure system integrity. • Ensure compliance with taxation legislation, accounting standards and government requirements. • Create and maintain policies and procedures related to Finance department.
Team work	<ul style="list-style-type: none"> • Proactively work to ensure strong communication is maintained across the entire Finance team. • Contribute to cross department activities by participating in projects, working parties and undertaking other tasks as directed.
Professional development	<ul style="list-style-type: none"> • Undertake relevant training and professional development, including regular supervision, appropriate to the primary work of the service and Mind. • Participate in reflective practice.
Accountability	<ul style="list-style-type: none"> • Conduct yourself in accordance with the Mind Code of Conduct and Mind policies and procedures which may change from time to time. • Proactively support Mind's vision of supporting people facing mental health challenges to live well and be socially included, in accordance with the Mind values.
Workplace health, safety and wellbeing	<ul style="list-style-type: none"> • Contribute actively to the maintenance of a safe workplace. • Ensure all safety issues are reported and addressed as they arise.
Lived experience	<ul style="list-style-type: none"> • Contribute to a workplace that values lived experience and the inclusion of consumers, carers and families in the work we do.
Cultural safety	<ul style="list-style-type: none"> • Contribute to a culturally safe workforce and service environment for staff, consumers, carers and volunteers from all cultures, genders, sexualities, bodies, abilities, spiritualities, ages and backgrounds.



Position Requirements	
Qualifications required	<ul style="list-style-type: none"> • Tertiary degree qualifications in Accounting, Finance, Commerce with a major in Accounting or related field as designated by Mind and equivalent experience. • Full CPA, CA or CIMA membership.
Knowledge, skills and experience required	<ul style="list-style-type: none"> • Significant demonstrated experience in a similar Systems Accountant role. • Proven experience in Not for Profit, Community Services, Welfare, Mental Health, Allied Health or Healthcare is highly desirable. • Strong analytical and problem solving skills, the ability to perform financial and operational analysis. • Excellent communication and interpersonal skills which enable the preparation of clear, accurate correspondence and preparation of reports to management. • Efficient, systematic approach to work including the ability to prioritise and work to competing deadlines. • Flexibility, self-motivation and ability to participate as a team player. • Strong experience in a Finance department managing an ERP system and all related technical solutions. • Experience using TechnologyOne or a similar ERP. • Experience using Power BI or dashboard reporting tools. • Highly proficiency in Microsoft Excel, expert knowledge required in Power Query, Power Pivots, Advanced chart and macros. • Experience in working with National Disability Insurance Scheme (NDIS) is highly desirable. • A lived experience of mental ill health and recovery or experience caring for a person with mental ill health is desirable.
Other	<ul style="list-style-type: none"> • Right to work in Australia. • Current valid driver's licence. • Current NDIS Worker Screening Check Clearance. • Working with Children Check or equivalent (Blue Card - QLD). • Able to obtain and provide evidence of vaccinations against COVID-19.

To learn more about Mind visit mindaustralia.org.au



You can also watch our Great Minds series of videos by visiting www.youtube.com/mindaustralia

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