



Position Description

Position Title	Accountant
Team	Business Services
Reports to	Head of Finance
Direct Reports	None
Date effective	June 2022
Location	Richmond Resource Centre – 13 Adolph Street, Cremorne VIC 3195

About Lighthouse

Lighthouse Foundation support and care for some of Australia’s most vulnerable children, young people, and babies who typically come from backgrounds of long-term neglect, abuse, and homelessness. Many traumatised young people develop a sense of the world as being unsafe, unjust, untrustworthy, and unpredictable. This can lead to problems in forming healthy, trusting relationships and having core human needs met. The Lighthouse Model of Care (LMC) is a treatment approach that sees, recognises, and responds to these complex features.

The LMC integrates trauma-informed practice, attachment theory, and contemporary psychoanalytic theory to create a holistic therapeutic treatment environment in which the mental and physical wellbeing, and social and emotional capacities of young people in Lighthouse programs are developed and enriched. The LMC provides the clinical underpinnings of Lighthouse Foundation programs and informs and guides decision making with our young people.

More broadly, the LMC informs and guides decision making throughout the organisation. For example, trauma informed practice does not mean simply applying these principles to our young people in isolation, but building and maintaining an organisational culture that promotes psychological safety and wellness of all its members. Lighthouse also places significant importance on the role of organisational structure as a source of containment for staff, volunteers, and those we care for. Line management structures operate to hold and contain staff and young people in our care by providing clear levels of responsibility both, operationally and clinically. Over the past 30 years, Lighthouse has successfully supported more than 1,000 children and young people to break the cycle of homelessness and pursue a safe and meaningful life.

Lighthouse celebrates diversity and affirm the right of access, equity, and equality across our programs and throughout our organisation. We are inclusive of all sexual orientations and gender identities. We also practice from a position of cultural safety and awareness, across diverse languages, religions, and cultures.

Vision

A safe home and community for homeless kids to belong, heal and thrive.

Mission

We provide therapeutic homes and create a caring community for homeless kids and foster families. Through the Lighthouse Model of Care our kids receive the level of support required to achieve a lifetime sense of belonging, the opportunity to heal and the capacity to thrive.

Our Values

We are respectful, kind, courageous, thoughtful and committed.

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Primary Purpose of the Position

The Accountant will ensure the accuracy of financial records and support the adherence to policies from all lighthouse departmental areas. The Accountant is responsible for the completion of month-end financial information for Lighthouse and is directly accountable to the Head of Finance. This position will participate in the end-of-month and end-of-year accounting process, budgets, reporting and financial compliance matters, and will work closely with all Lighthouse program areas as required. Additionally, this role will be the primary backup to the Assistant Accountant and Payroll as required.

The Accountant assists the Head of Finance in delivering a timely set of financials for the organisation by:

- Being responsible for the month-end accounting duties of Lighthouse.
- Ensuring compliance with all funded program requirements.

Role Specific Requirements							
Area of Responsibility	Activities <i>(performance measured against activities during reviews)</i>						
Manage day to day finance functions	<ul style="list-style-type: none"> • Support the Head of Finance and manage other finance staff to ensure assigned tasks and responsibilities are completed within deadlines • Review internal controls (including system controls) and recommend improvements to the Head of Finance • Review Finance policies and procedures and undertake regular updates and improvements and/or create new procedures if required • Manage the payroll process 						
Bank/Cash Responsibilities	<ul style="list-style-type: none"> • Review all weekly bank reconciliations • Manage the cash flow reporting process • Administer the addition/removal of bank signatories • Administer addition/removal of credit cards/Coles cards/fleet cards • Administer the set up of direct debits • Attend the bank to bank cheques and cash when necessary • Manage petty cash floats, through regular reconciliations and communication with senior carers in each home to ensure all procedures are being maintained so that cash expenditure has receipts 						
Fundraising Support	<ul style="list-style-type: none"> • Support all members of the fundraising team with financial needs associated with external events and third-party events/goods in kind and resolving receipting enquires. This may include the use of eftpos machine and petty cash floats 						
External Reporting	<ul style="list-style-type: none"> • Prepare and submit a quarterly magistrate's court report • Prepare, submit and manage Portable LSL, BAS, PAYG, Superannuation and other regulatory compliance obligations. • Support year end annual accounts and liaise with external auditors to complete submission of information 						
Internal Reporting	<ul style="list-style-type: none"> • Prepare monthly balance sheet and revenue (grant/donations) reconciliations to ensure all entries in the system are accurate and clearly identified • Prepare monthly management reports and commentary • Manage the annual budget process and liaise with all internal stakeholders to complete the budget on time 						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">PD_Accountant</td> <td style="width: 33%;"></td> <td style="width: 33%; text-align: right;">Page 2 of 4</td> </tr> <tr> <td>First Created: June 2022</td> <td>Last Review: June 2022</td> <td style="text-align: right;">Next Review: June 2023</td> </tr> </table>		PD_Accountant		Page 2 of 4	First Created: June 2022	Last Review: June 2022	Next Review: June 2023
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	<ul style="list-style-type: none"> • Maintain the Finance risk register
Revenue	<ul style="list-style-type: none"> • Extract revenue data from the state government portal to create invoices and facilitates allocation of payments • Create ad hoc invoices as required
System Maintenance	<ul style="list-style-type: none"> • Have an intimate understanding of MYOB/Xero functionality to facilitate best use of the software • Manage variables with MYOB/Xero sub as account lists and job codes, recurring entries • Manage all system upgrades with third party TEBA and any global support issues that arise
Fixed Asset and Lease Register	<ul style="list-style-type: none"> • Maintain asset register to accurately reflect assets held by Lighthouse Foundation • Maintain the Lease register to ensure all lease obligations are managed and recorded/reported accurately
Other Responsibilities	<ul style="list-style-type: none"> • Any other responsibility assigned by the Head of Finance from time to time depending on the organisational needs

Organisational Specific Requirements

OH&S	Exercise a duty of care to work safely, taking reasonable care to protect your own health and safety and that of your fellow workers, volunteers and young people including following safe working procedures and instructions
Risk	All Lighthouse staff are responsible for considering, identifying, reporting and addressing risks
CQI	All Lighthouse staff are responsible for applying a continuous quality improvement approach to all tasks
Commitment to Lighthouse Culture	Staff are expected to participate in the processes and practices that uphold the Lighthouse culture
Commitment to Trauma Informed Practice	Staff are expected to: <ul style="list-style-type: none"> • Create or maintain a physical and emotional environment that promotes healing • Engage in conflict resolution processes when required

Performance Measurements

An annual work plan will be developed in line with the Position Description and Lighthouse Foundation's Annual Business Plan to measure performance.

Qualifications and Licences

- Criminal Records check
- Current Working with Children check

Key Selection Criteria

Essential

- CIMA, CPA or equivalent
- Preparation of management and statutory accounts



- Budgeting, forecasting and variance analysis
- Cash flow management
- Ability to adhere to deadlines and meeting KPI's while working under pressure
- Able to work effectively with a wide range of diverse people, including stakeholders
- High levels of computer literacy
- Ability to work collaboratively at program, organisational and sector levels.

Desirable

- Non-for-Profit experience
- Intermediate to Advance knowledge of Excel
- Good understanding of the grant management process including acquittals

Employment Conditions

- Full time to Part-time on negotiation
- Compliance with Lighthouse Foundation's Code of Conduct, including the Child Safe Code of Conduct, policies and procedures
- Lighthouse Foundation takes all reasonable steps to facilitate and maintain a safe environment for children, young people and all participants of our service. It is for this reason that Lighthouse requires all potential employees to undergo a psycho-social assessment prior to confirmation of employment.
- Terms and conditions of employment are outlined in employment contracts
- COVID-19 vaccination certificate required upon employment.

Manager

Name:

Signature:

Date:

Performance review period:

Staff Member

Name:

Signature:

Date:

Next review date:

Note: The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. They may be changed by the role manager during employment on an as required basis. Any significant or material changes need to be discussed and agreed by incumbent and manager before inclusion.

The role description should be reviewed formally during the annual planning and performance assessment process.