**Position Description**

Program or Function name: Finance and Planning

Role Title: Senior Accountant

Salary: Total fixed remuneration package

Location: South Melbourne

Employment Status: Full Time

Reports to: Senior Manager – Finance and Planning

**OzChild**

***OzChild supports vulnerable children and young people by providing healing, preventing abuse and neglect and strengthening families.***

OzChild was founded in 1851 and exists to serve the needs of vulnerable children, young people and families. Our vision would see a society where all children live happily in a safe and caring environment. They have their needs met, have a home in which they are well cared for, well- educated and the support that they need to be the best they can.

OzChild employees will endeavour to maintain a service environment (whether it be in the home, on OzChild premises or other locations) where children and young people are physically and psychologically free from exploitation, abuse, illicit drugs and alcohol at all times. All employees have a duty of care in this regard as child safety is critical to OzChild’s vision and purpose.

**Child Safety**

OzChild's recruitment and selection procedures reflect our commitment to the safety of children. Relevant screening, police checks and Working with Children Checks will be required.

OzChild is committed to creating a child-safe organisation that aligns with our organisational purposes, all relevant Australian legislation and the United Nations Convention on the Rights of the Child. It is a requirement that all OzChild staff, volunteers and carers work to create a child-safe culture, protect children and report observed or suspected abuse and neglect of children to OzChild management and to authorities as required.

**Role Purpose Summary**

The position of Senior Accountant supports the achievement of OzChild’s Strategic Objectives by leading the production of OzChild’s monthly management accounts, annual accounts (including audit coordination), any acquittals and relevant statutory government returns while complying to any legislation, accounting standards, policies and or procedures.

Produce relevant documentation and represent the Senior Manager of Finance and Planning during any delegated periods of absence.

Supervise activities and develop processes and capabilities within the Finance Team and Service Delivery and Program Teams to enhance the accurate and timely completion of financial processes and reporting.

In doing so, the Senior Accountant will support the OzChild Way behaviours and accountabilities as follows:

* **We deliver evidence-based services:** Utilise your professional knowledge and skills to monitor, review, develop and maintain policy, procedure, practices and guidelines that supports the accurate and timely completion of financial processes and reporting to support our Service Delivery and Program Teams.
* **Our customers determine our success:** Support and continually develop and enhance networks within OzChild and the financial management capability of our Service Delivery and Program Teams to support the effective delivery of high quality services to children and young people, their families and to carers/volunteers.
* **We deliver innovative solutions**:Lead and engage your team and others in the development of functional plans, tactics and activities to support innovation in services and achieve the desired outcomes articulated in the OzChild Strategic Plan.
* **We set each other up for success:** Directly support collaboration with internal and external stakeholders and directly support and provide leadership within the Finance Team and support of the Service Delivery and Program Teams by providing the necessary guidance, development, and tools for people to achieve success in their roles.
* **I learn, adapt, grow, and embrace my cultural competence:** Demonstrate a willingness and energy for personal learning, adapt to and embrace change, and develop your cultural competence.

**Position Specific Responsibilities**

**Finance and Planning**

* Form, analyse, distribute and discuss the monthly management accounts with the Senior Manager of Finance and Planning along with the relevant managers, identifying any relevant financial matters arising from the accounts or related activities.
* Complete OzChild’s financial statements including any annual accounts or acquittals ensuring accounting practice has been adhered to, deadlines are met and financial records are maintained in compliance with accepted legislation, policies and or procedures.
* Ensure accurate and timely monthly, quarterly and year end processes including maintaining a working knowledge of government funding receipts, systems and program expenditures.
* Preparation of month end journals and balance sheet reconciliations as part of the monthly close process.
* Prepare the monthly GST return for submission to the ATO.
* Prepare any appropriate FBT or relevant statutory government returns as required.
* Assist the Senior Manager Finance & Planning with the financial audit preparation by coordinating the audit process with external auditors.
* Identify and resolve accounting discrepancies and irregularities.
* Monitor, support and seek clarification with any taxation issues.
* Maintain OzChild’s banking function but not limited to leading the maintenance of OzChild’s bank accounts and credit cards, managing signatories, managing the opening/closing of new accounts and credit cards.
* Support the Senior Manager of Finance and Planning in the annual budget & forecasting process, and any subsequent budget maintenance.
* Support the Senior Manager of Finance and Planning in the management of OzChild’s Investment Portfolio including regular reporting on performance.
* Support the Senior Manager of Finance and Planning in the maintenance and reporting of OzChild’s Non-Financial Key Performance Indicator framework.
* Manage OzChild’s General Ledger including maintaining the OzChild accounting system (Great Plains).
* Maintain OzChild’s Fixed Asset register, ensuring it accurately reflects the assets OzChild hold and the in turn the correct depreciation is being calculated according to accounting standards.
* Be a key point of contact and business partner for cost centre managers as allocated by the Senior Manager Finance and Planning.
* In delegated periods of absence, produce relevant documentation and represent the Senior Manager of Finance and Planning at any appropriate forum including but not limited to any Board, Board Subcommittee or Executive Leadership Team meetings as deemed appropriate.
* Perform other Ad Hoc duties and produce reports and or documentation as requested by the Senior Manager of Finance and Planning that relate to the Head Office or Finance, Planning or Infrastructure functions.

**Employee Engagement**

* + Assist the Senior Manager Finance and Planning with the recruitment and selection of staff.
	+ Ensure the onboarding and ongoing training and compliance requirements for staff are completed.
	+ Conduct probation reviews for new staff and annual appraisals for existing staff.
	+ Be aware of all organisational and departmental policies and practice guidelines and ensure that these are communicated to and understood by staff.
	+ Ensure that all staff have equal access to staff development and education opportunities.
	+ Use the appropriate tools and systems for recruitment, learning and the requesting and approving of leave and changes in relation to Staff.
	+ Support Occupational Health and Safety (OH&S) activities within the Finance and Planning Function and inform the Senior Manager Finance and Planning of any issues or concerns in this area.
* Support feedback opportunities from stakeholders to review quality of Finance and Planning services being provided and identify current or future additional requirements.

**Leadership**

* Foster the adoption and support of The OzChild Way and the development and communication of your own personal values.
* Develop a strong sense of team work, collaboration and trust within the Finance and Planning Function and OzChild.
* Provide advice, assistance and support to the Finance and Planning Function.
* Demonstrated a high level of initiative, self-organisation and personal accountability.

**Key Job Relationships**

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| --- | --- |
| **Internal*** OzChild Executive Directors
* OzChild Senior/Assistant Managers
* OzChild Managers
* OzChild Administration Staff
* OzChild Finance & Infrastructure team
 | **External*** OzChild Suppliers
* Government Funding channels
* Government Funders
* Fleet Companies
* ATO
* External Auditors
* Business Partners
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**Job Knowledge and Skills**

**Education:**

* Bachelor’s Degree in accounting.
* CPA or CA or equivalent recognised qualification would be preferential for this position.

**Qualifications and Licences:**

* Satisfactory safety screening (Police and Working With Children Check).
* A current Victorian Driver’s Licence.

**Skills:**

Considered Essential

* Have experience using software and accounting systems, particularly Great Plains.
* Have experience using budgeting and forecasting software with experience using Magiq or other ERP systems highly regarded.
* Have knowledge of accepted accounting and audit practices and principles including knowledge of applicable laws, codes and regulations.
* Have attention to detail and accuracy, effective planning and organizational and communication skills.
* Demonstrate experience in managing financial systems and budgets, financial reporting, financial data analysis, auditing and taxation.
* Have advanced knowledge of Excel with the ability to create and work with spreadsheets confidently.
* Act with Integrity, Initiative and Accountability.
* Possess the ability to manage multiple priorities and projects to deadlines, multi task and be highly organized whilst being adaptive and open to new ideas.
* Commit to team and contributes to team objectives whilst respecting and valuing other opinions and contributions.
* Be proactive in seeking new and innovative ideas to address challenges and issues.
* Undertake supervision and provide support and direction to the Finance Assistant.

**Organisational Responsibilities**

* Demonstrated ability to work as part of, and contribute to, a person-centred team.
* Facilitate effective working relationships with key stakeholders and functions of OzChild to enhance outcomes for clients, their families and other people significant to the client.
* Undertake all interactions with others in a culturally sensitive manner and take appropriate account of cultural and linguistic diversity.
* Ensure Child Safety standards are understood and adhered to.
* Attend related meetings, workshops, conferences and training as required.
* Ensure privacy and confidentiality are upheld at all times.
* Be familiar and comply with OzChild’s Code of Conduct, policies, procedures and other work instructions as updated from time to time.
* Represent OzChild in a positive manner internally and externally including forums, meetings and training.
* Assist in the development of continuous improvement and service accountability initiatives as needed.

**People Leader Responsibilities**

* Ensure they comply with OzChild’s Code of Conduct, policies and procedures;
* Model behaviours and demonstrate commitment to foster an environment and conditions that motivate OzChild People to strive to achieve their full potential and contribute to the achievement of OzChild’s strategic objectives;
* Build on the capability and excellence of our workforce through proactive recruitment, advancement and retention strategies;
* Demonstrate fairness, transparency and accountability in decision making;
* Clearly articulate the expectations and ensure understanding by those OzChild People that report to them and their teams;
* Support and implement initiatives to enhance flexibility, inclusiveness and diversity, respect differences and foster an environment and relationships that are safe, healthy, positive, supportive and free from all forms of harassment, bullying and discrimination;
* Educate and support OzChild People to ensure compliance with our code of conduct and commitment to cultural awareness and child safety;
* Through formal and informal engagement, dialogue, process and procedures, constructively and proactively enhance the performance of OzChild People that report to them and their teams;
* Ensure the individual career goals and personal aims of OzChild People are identified, promoted and their achievement supported;
* Provide training and development opportunities to OzChild People that report to them and their teams to ensure they have the necessary qualifications, skills, certificates and clearances to meet the requirements of their position;
* Acknowledge and celebrate behaviour and achievement of OzChild People that advances and improves organisational performance and OzChild’s reputation;
* Foster the use of technology and new ways of working to enhance collaboration, effectiveness and outcomes;
* Ensure the safety and foster initiatives to enhance well-being; of self and others;
* Develop and maintain effective and constructive communication with OzChild People and other persons;
* Delegate effectively, and coach and mentor OzChild People;
* Treat any reports of or complaints of unfair treatment, discrimination, harassment and/or bullying sensitively and in accordance with OzChild policies and procedures; and
* Ensure they and the OzChild People that report to them and their teams have the necessary procedures, tools, systems and infrastructure to support OzChild People.

**Safety and Wellbeing Responsibilities**

Comply with the requirements of relevant legislation and related policies and procedures developed by OzChild which is not limited to but does include:

* Implement OzChild’s policies and procedures, observing all legislative requirements and monitoring / reviewing safety and wellbeing performance within their area of responsibility;
* Demonstrate commitment to safety and wellbeing through participation in formal and informal monitoring, discussions, workplace inspections and audits, and including safety and wellbeing as an agenda item in program or area of responsibility meetings;
* Participate in the resolution of safety issues within their program or area of responsibility;
* Report all work health and safety breaches, hazards and incidents, and assist with actions to reduce and eliminate risks Investigate all Incidents and/or Hazards within their program or area of responsibility;
* Engage with their Safety and Wellbeing Representative/s within their program or area of responsibility;
* Ensure the physical and psychological health and wellbeing of OzChild People is promoted and supported through programs and initiatives designed to enhance OzChild People wellbeing;
* Embed a culture whereby OzChild People are encouraged to discuss safety and wellbeing issues and concerns in a transparent and open manner;
* Provide such information, instruction, education and supervision for OzChild People that will enable them to perform their work in a safe manner and adopt behaviours that enhance the wellbeing of self and others;
* Initiate actions to improve safety and wellbeing within their program or area of responsibility;
* Participate in safety and wellbeing training and ensure OzChild People in their program or area of responsibility also participate in training obligations as required;
* Report and work related or non-work related injury or illness;
* Support return to work programs to facilitate safe and durable return to work for OzChild People, where possible, for both work related and non-work related Health Condition/s.

**Responsibilities stated herein reflect the primary functions of this job and should not be construed as an exhaustive list of duties. They may vary or be amended from time to time without changing the roles level of responsibility.**

***I have read and understood the position description.***

**Name:**

**Signature:**

**Date:**