

Position Description

Position Title	Accountant (National)		Department/Centre	National Office	
Type of Position	Fixed Term Contract		Position Hours	Full Time	
Date Created	17/04/2023	Position Description Review	Annual	Performance Review Date	6 Monthly
General Position Overview	<p>Fusion Australia is a grass roots non-denominational independent faith based not for profit organisation. For over 60 years Fusion has been working to bring life and hope to people by bridging gaps in community funded programs. We have been successful in this endeavour through the development of strong local community engagement, engaged philanthropic and fundraising support, combined with local social enterprise activity.</p> <p>The Position of Accountant (National) has been created to support the National Finance Team to maintain financial oversight of Fusions 16 local centres, including financial reporting obligations, forward financial projections and business modelling, payroll back up and as required back fill some of the duties of the National Finance Manager who supporting an enterprise-wide ICT systems upgrade project.</p>				

FUSION VISION MISSION AND VALUES

Fusion Mission
Engaging creatively with communities to bring life
Fusion Vision
Transformed communities where young people thrive.
Fusion Values
<p>Justice - the recognition of the boundaries that are an integral part of all aspects of life.</p> <p>Mercy - the capacity to see life from the perspective of another.</p> <p>Compassion - moving past our own self-absorption to love and care for others and the world around us.</p> <p>Respect - the recognition that every person has priceless value, and all have a gift that we are only able to receive when we see them as separate and unique individuals.</p> <p>Industry - Industry is the recognition that we all have a contribution to make to society, and we will only be fully alive as we are free to exercise our unique gifts productively.</p>

Fusion Conduct Expectations

Fusion Australia is a Youth and Community organisation of people motivated by Christian values and the belief that people matter. All Fusion workers must act consistently in accordance with Fusion code of conduct and comply with Fusion policies and procedures. All workers must challenge practices observed that are inconsistent with these. All workers must use Fusion values as a basis for managing relationships and decision-making.

Requirements in this role

<p>The Accountant (National) objectives are to:</p> <ul style="list-style-type: none"> • Develop strategic budget assumptions and formulate an economic flight path for each centre. • Support annual budget preparation and roll out of annual budget. • Develop centre by centre or programmatic/strategic financial forecasting and forward budget estimates. • Development of our Building Company's unit costing, job costing and reporting demands. • Ability to undertake Payroll Management. • Management of Fusion's insurances. • Backfill for National Finance Manager when required.
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Drafted by	Geoff Manton	Approved on	01.01.2022
Responsible person	HR Manager	Scheduled review date	Jan 2023

Key Challenges (Summarise any specific issues that Fusion recognises may make the role a challenge or unique.)

Fusion Australia's nationally distributed suite of programs operate across multiple disciplines (mental health, aged care, community housing, retail, disability, and community development). Most of these reside within separate state or federal jurisdictions that require individual reporting, acquittals, and compliance obligations across multiple government portals.

State and Local Centre managers undertake most of the reporting actions, however above this the organisation requires a collaborative, coordinated national approach to business compliance that ensures business continuity, resilience, and strategic growth, yet maintains the local grass roots sense of control and engagement.

As a grass roots organisation much of Fusion Australia achievement has been driven through exceptional long-standing volunteers and missionaries, including Company Secretary and governance functions. As the community service and volunteer landscape changes this role has been generated as an additional resource to support the organisation finance team as they support the office of the CEO navigate and undertake a number of key business transformation projects.

The role includes travel executed in line with the objectives and Fusion's Mission, Vision and Values

Key Relationships**Internal**

I am accountable to:	National Finance Manager
I work closely with:	The Executive Team, including CEO, General Managers, Executive Operations Mgr Local Centre Leaders National Finance Team members National ICT Business Analysts
Accountable to me:	Insurance Manager
External:	Auditors (as required), Outsourced payroll provider
Committees/Groups:	Finance staff meetings

Work Experience and Skills

Essential Criteria:	Desirable Criteria:
Experience in business accounting and operations management, NFP experience preferred, with an entrepreneurial approach	Ability to relate effectively with stakeholders from diverse cultures and backgrounds
Ability to liaise with government and funding partners, support centres prepare funding acquittals, reports, budgets and correspondence as required	Ability to think creatively, strategically and innovatively including liaising with funders, both government and non-government
Possess excellent communication and interpersonal skills with a strong focus and proven ability to connect with, build and maintain stakeholder (internal & external) relationships	Previous experience in MYOB Advanced or Technology1 Platforms.
Experience in organisational governance systems, management and reporting to ensure efficient, productive, and timely outcomes that support the strategic plan.	
Highly organised with strong administrative and self-management skills with proven ability to manage and prioritise workloads.	
Highly competent in Microsoft Office applications and experience in SharePoint, CRM database, website, and social media platforms.	
Flexibility to adapt and adjust to changing organisational demands whilst meeting routine commitments and deadlines.	

Demonstrated ability to maintain confidentiality	
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Qualifications, Education and Experience

Essential Criteria:	Desirable Criteria:
Degree in a finance or business discipline	Desirable - CPA qualification
Minimum of 5 years of senior accounting experience	Experience of process and change management
	Experience in strategic planning.
Maintenance of up to date WWCC and Police Check	Comprehensively insured transport available for work

Certificates and Checks - Required for this Position – Current and ongoing while in role

National Police Check and Statutory Declarations	<input checked="" type="checkbox"/>
Safe Organisation Course - at relevant level of training for role	<input checked="" type="checkbox"/>
Working with Children Check	<input checked="" type="checkbox"/>
First Aid Certificate	<input type="checkbox"/>
Driver's Licence – where driving on behalf of Fusion	<input checked="" type="checkbox"/>
CTP and Comprehensive car insurance – where using own vehicle for Fusion work	<input checked="" type="checkbox"/>
Others, please list: e.g. Bronze medallion	<input type="checkbox"/>

Personal Qualities and Behavioural Traits

Commitment to network and work collaboratively with other agencies
Energetic and motivated, with demonstrated ability to work in collaboration with team
Strong desire to see change in the lives of our clients and their communities
Understanding of and willingness to work within a framework of Christian values

Key Result Area Summary				
	Key Result Area	Responsibilities/Duties What key tasks must be completed?	Key Performance Indicator (KPIs)	Tasks
1	Budget Preparation	Oversee the preparation of budgets for submission to the Finance & Audit Committee and Board of Directors.	Coordination, development, oversight and submission of Fusion’s annual budget and project budgets as necessary.	<ul style="list-style-type: none"> * Preparation of annual budget workbooks for centres including the review and distribution of internal costs. * Liaise with and support centre leaders in preparing annual budgets. * Review of centre budgets. * Timely submission of budgets to the Board for approval.
2	Payroll Management	Oversee the payroll function and coordinate with Fusion’s outsourced payroll provider.	Ensure the timely and accurate processing of payroll and related reporting requirements, including end of financial year and year end.	<ul style="list-style-type: none"> * Review employment contracts and employee onboarding. * Coordinate with Fusion’s outsourced payroll provider for the processing of payroll. * Check payroll entries against timesheets and the application of multiple awards. * Meet reporting requirements.
3	Financial Forecasting & Job Costing	Oversee the development and preparation of forecasting and job costing functions for management reporting.	Coordination and development of forecasting function for centres and programs, and job costing function for the Building Company.	<ul style="list-style-type: none"> * Develop centre by centre or programmatic/strategic financial forecasting and forward budget estimates and reporting. * Development of our Building Company’s unit costing, job costing and reporting demands. * Development of cost allocation within the Building Company unit, centres and the organisation.
4	Insurance Management	Oversee Fusion’s annual insurance renewals.	Oversee the timely and cost-effective renewal of Fusion’s national insurance policies.	<ul style="list-style-type: none"> * Relate to the insurance broker as necessary. * Supervise asset listing management related to insurance policies. * Facilitate timely annual signoff.

Fusion Australia Privacy Statement: Please note that all personal information will only be used for the primary purpose for which it is collected or in the limited circumstances set out in the Privacy Act. Information will be stored securely and will not be disclosed to others outside Fusion unless legally required to do so. For more information see Fusion’s privacy policy.

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				* Contribute to the internal distribution calculations of insurance costs to centres.
5	Finance Function	Backfill for the National Finance Manager when required.	Contribute to the effective management of high quality accounting service delivery.	<ul style="list-style-type: none"> * <i>Ensure sound financial management in accordance with industry best practice.</i> * <i>Maintain the accuracy and integrity of accounting systems.</i> * <i>Contribute to the development of key processes to improve efficiencies.</i> * <i>Contribute to audit and acquittals as necessary.</i> * Support the finance team as required.
6	Safety, Quality and Continuous Improvement	<p>Commitment to delivery of high-quality service through continuous improvement processes, appropriate risk management and ensuring safe organisation culture.</p> <p>Participate in outcomes measurement, & evaluation processes. Seek client feedback where appropriate</p> <p>Compliance with & contribution to WHS policies, to ensure a safe working environment.</p> <p>Promptly record and report all incidents and complaints according to Fusion requirements.</p>	<p>All work and records comply with the relevant legislation/ regulations, Fusion' policies and procedures, within timeframes.</p> <p>Fusion's Safe Organisational culture is maintained in all areas under current delegation, including mandatory reporting guidelines in NSW.</p> <p>Confidentiality is maintained and sensitive matters are dealt with diplomatically and discreetly.</p> <p>Low level of formal complaints and positive feedback from all stakeholders achieved.</p>	Routinely
7	Professional Conduct and Relationship Management	<p>Work within Fusion's shared values, philosophy, Policy & Procedures, Code of Conduct, including mandatory reporting requirements in NSW.</p> <p>Work within the Fusion framework of early intervention, diversity, inclusion, and non-discrimination.</p> <p>Support the induction, peer support and ongoing professional development of new workers, students and volunteers.</p> <p>Undertake the duties of other staff during periods of leave.</p>	<p>Positive and professional working relationships are maintained.</p> <p>Fusion is represented ethically and professionally in the community.</p> <p>Good working relationships with all stakeholders.</p> <p>Organisational needs are understood and acted on.</p>	Routinely

8	Professional and Personal Development	Regular monthly management supervision and check in with the National Finance Manager	Attend professional supervision as required.	Routinely
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Notes/Comments

Responsible contribution to the management and maintenance of office, desk, all equipment, petty cash, and vehicles belonging to Fusion.

I have read and understood the requirements of the position.

Name: _____ Sign: _____ Date: _____

Supervisor/
Manager: _____ Sign: _____ Date: _____