

Position Description

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| Position Title | Accountant |
| Position Status | Part time at 3-4 days per week / Ongoing |
| Salary | \$95,000 per annum (PRO RATA) + super |
| Award Classification | SCHADS Modern Award 5 |
| Position Reports to | Finance Manager |
| Position supervises | Nil |
| Date Reviewed | September 2023 |

Women's Legal Service Victoria

Women's Legal Service Victoria (WLSV) is a specialised and state-wide organisation providing services and support to women since 1982. We exist to help build a gender equitable society and are committed to working alongside women experiencing disadvantage to promote their rights to live free from violence. It is through a feminist lens that we deliver high quality services to our clients and support each other as colleagues.

WLSV is an employer of choice, providing an inclusive, flexible, and supportive environment for our staff to thrive. We welcome women across all career stages, and we recognise the many roles played by women in their families and communities. We are committed to supporting women's participation in employment through building skills and knowledge for those looking for a change, and valuing the diverse expertise brought into our organisation.

Staff at WLSV are offered:

- An incredibly supportive work environment, working alongside other highly talented professionals, and enabled by an experienced management team.
- A strong commitment to your professional development, personal development, and health and wellbeing.
- A genuinely flexible working environment that supports women's participation in employment.
- Up to 8 days bonus leave!
- Salary packaging (which can add up to \$15,900 in tax-free pay per year)

Our culture

We are committed to our vision of building a gender equitable society.

- We are passionate, collaborative and solution focused.
- We work alongside women experiencing disadvantage, to promote their rights to live free

from violence and make informed choices about their lives.

- We work in a way that is woman-focused, engaging and supporting the whole person and appreciating the complexity of her situation.

About our Finance Team

The Finance Team is comprised of finance professionals who work collaboratively to provide timely and accurate financial information to all stakeholders of WLSV (both internal and external). We work together with all WLSV teams to ensure the accuracy of our reporting and that financial data shared is relevant and timely. We maintain up to date, accurate information, and work with the CEO to develop and achieve the organisations strategic goals. We ensure all financial regulatory requirements are met in relation to Accounting Standards and State & Commonwealth compliance. While maintaining confidentiality we are committed to always upholding the profession's ethical standards.

Position Objectives

The Accountant is responsible for assisting with the financial reporting requirements of the organisation. The role will ensure all financial statements are prepared accurately, and in a timely manner in line with accounting standards and regulatory requirements. The accountant will work closely with the rest of the finance team to contribute to WLSV's strategic priorities and outcomes.

Key Responsibilities

1. Maintain accurate financial data

- Collaborate with the Bookkeeper to ensure accurate collection and review of information to enable timely preparation of financial statements.
- Ensure our appropriate financial systems (e.g. Xero, ApprovalMax etc.) are used to manage accounts payable (AP) and accounts receivable (AR) functions, and to work with other departments to ensure bills are coded correctly and all necessary supporting documents are received and maintained on Xero.
- Support the preparation and presentation of key financial reports, project acquittals, cash flow statements and any other reporting requirements as required.
- Assist with year-end audit processes, liaise with auditors, prepare financial statements, reconciliations, and provide support for year-end audit as required.
- Contribute to the development and maintenance of robust systems and procedures in the finance function.

2. Reconciliations

- Reconcile all business financial data for the accurate and timely accounting of all operations.
- Prepare journal entries and reconciliation papers, from the beginning of the financial period to close, ensuring that all relevant supporting documents are duly prepared and filed.

- Maintain project accounts via individual funding streams, the fixed asset register (to manage depreciation and assets of the organisation), leave and payroll liabilities and other relevant registers/accounts deemed necessary to ensure financial reporting is accurate.

4. General

- Assist the Finance Manager with investment strategy and manage investments to maximise income and sustainability.
- Assist the Finance Manager in budgeting, reforecasting, financial modelling, and financial analysis as needed.
- Assist or process fortnight payroll as required.

5. Organisational

- Perform other duties as directed and necessary for the proper performance of the role.
- Work cooperatively with all staff members to advance WLSV overall goals.
- Participate effectively in organisational strategic planning initiatives and projects.
- Work collaboratively within the Finance Team to achieve team goals.
- Contribute to a healthy, productive group culture where work practices, decision making, and behaviour reflect WLSV's feminist philosophy and values.

Position Requirements

1. Skills, Knowledge, and Experience

- Strong accounting skills and experience in accounting for government funding and undertaking acquittal processes.
- Excellent understanding of accounting standards and ability to interpret legislation relating to accounting standards and other regulatory requirements.
- Strong knowledge of Excel and accounting packages, ideally Xero.
- Payroll experience is an advantage.
- Excellent time management and the ability to manage multiple concurrent deadlines.
- Strong attention to detail.
- Demonstrated ability to build strong working relationships within the team and the wider organisation.
- A growth mindset, with a focus on learning and continuous improvement.

2. Qualifications

- Accounting qualification - completed or working towards completing.

Shared Organisational Responsibilities

Women's Legal Service Victoria (WLSV) has the following expectations of all employees:

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| <p>Values and Behaviours</p> | <p>WLSV works within a feminist framework, which means that we work:</p> <p><i>Alongside women</i>, promoting 'power with' or 'power for' our clients, rather than being complicit in a legal system that maintains 'power over' our clients</p> <p>In a way that is <i>woman-focused</i>, engaging the whole person, appreciating the complexity of her situation and supporting women to address <i>all</i> of their needs</p> <p><i>As part of a movement for social change</i> to challenge the social, political, economic and legal structures that oppress women. We work as equal partners with everyone with whom we work, recognising their strengths and unique contributions. We take up a leadership role, when we can be most effective by engaging or influencing others</p> <p>It is through this framework, that high quality services are delivered to clients. It also defines how we treat each other as employees.</p> <p>Employees have an important role to play in upholding WLSV's ethics and values, including the Code of Conduct.</p> |
| <p>Safe Workplace Actions</p> | <p>The responsibilities of this position are completed in line with organisational Occupational Health and Safety (OH&S) policies and procedures. The incumbent will display and promote safe actions in the workplace at all times.</p> |
| <p>Policies and Procedures</p> | <p>The responsibilities of this position are completed in line with all WLSV policies related to the position.</p> |
| <p>Legislative Framework</p> | <p>The responsibilities of this position are completed in line with the relevant legislative framework of the position's team.</p> |
| <p>COVID-19 Vaccination</p> | <p>WLSV encourages staff to follow Australian Government advice about reducing the spread of COVID-19. There are some locations where WLSV staff work, such as health services or courts, which may have vaccination requirements for workers. It is the responsibility of WLSV staff to ensure that they are able to meet these requirements to undertake their work duties.</p> |

Equal Opportunity Employer

Women's Legal Service Victoria (WLSV) is an Equal Opportunity Employer committed to promoting a diverse and inclusive workforce and we strongly encourage Aboriginal and Torres Strait Islander people to apply for positions within our organisation. It is a key priority of our Reconciliation Action Plan to support principles of self-determination by increasing Aboriginal employment at WLSV. We recognise that our workforce can benefit greatly from the unique knowledge, skills and expertise of Aboriginal and Torres Strait Islander people in achieving a culturally safe and responsive service for our clients.

Child Safety

Women's Legal Service Victoria (WLSV) is committed to protecting children and vulnerable people who have contact with our service. It is a condition of employment for all staff to have a Working with Children Check. This must be provided at the time of appointment and maintained for the duration of their employment.

National Criminal History Check

It is a condition of employment for all staff to produce a current National Criminal History Check.

WLSV Exception

WLSV relies upon an exception under the Equal Opportunity Act to employ women only.