

Purpose Accounting position description

Accountant

About us

Purpose Accounting is a management accounting company serving the non-profit sector in Australia. We have been in business for over 10 years, with 23 staff.

Our focus is to bring together financial management with strategy and culture, to increase our clients' social impact and financial health. We support a range of client-organisations across the non-profit sector in Australia. We currently have around 70 clients that we provide ongoing services to, typically monthly. We also do short term projects with clients. All our client organisations use Xero.

Our clients are mostly not-for-profit organisations with turnover between \$1 million and \$10 million. They do things such as: homelessness prevention; children's education; new migrant and refugee services; Aboriginal organisations; organisations that support children and youth experiencing poverty or other challenges; and various other causes. This role will work on a range of clients, of different size and accounting complexity. Our services are tailored to suit each client.

Purpose works with organisations across Australia. Most of our team is based in Sydney, working from home for the majority of the week and coming into the Sydney office 1 to 2 days per week. We also have team members working remotely. We have a great team culture with close, regular collaboration with our non-Sydney based team members.

Purpose Accounting is an equal opportunity employer. We promote diversity of thought, culture and background, and we are committed to creating an inclusive environment for all employees.

About the role

Purpose Accounting is seeking an Accountant, to support us to achieve the aims of the business, namely to provide high-quality accounting services to our clients.

The role will report to a Purpose staff member (Senior Accountant). The role will comprise a mix of client facing work, and collaboration internally with service team members on non-client facing work.

The role is offered as full time (38 hours per week), with 0.8FTE (30.4 hours per week) also an option.

Responsibilities:

The position holder will carry out the following duties:

- Perform month-end financial accounting processes for a portfolio of clients, including:
 - Process month-end journals such as prepayments, accrued income, accounting for leases, fixed assets/depreciation, accrued expenses, leave provisions
 - Maintain balance sheet schedules (spreadsheets)
 - Ensure compliance with legislation, Accounting Standards and regulation, including:
 - Superannuation

- PAYG Instalment and GST (BAS)
- Analyse P&L performance against budget and the appropriateness of transaction coding
- Draft monthly management reports for client-organisations
- Prepare budget and reforecast models, pre-load data and provide analysis
- Load and maintain budget data in reporting software
- Draft compliance-related returns, such as BAS/IAS
- Provide audit process support and attend to basic audit requirements
- Provide interim bookkeeping services, to cover other team members as required. Bookkeeping elements of the role will include:
 - Full function Accounts Payable and Accounts Receivable
 - Processing payroll, including salary packaging, superannuation contributions and PAYG
 - Month end reconciliation of bank accounts and credit cards
- Optional role extension into Client Management is possible for the right candidate
- Be a collaborative and positive team player by contributing to internal projects, and promoting best-practice
- Focus on service quality and continual improvement, suggesting ways to innovate and improve either quality or efficiency
- Prioritise work according to client requirements, operating under pressure to meet deadlines

Qualifications

You will have a relevant university qualification.

Your skills and perspective

To be successful in this role you will:

- Have previous experience in an accounting role (5+ years)
- Be accurate and efficient with processing tasks
- Be a quick learner when it comes to new technology
- Possess a solid understanding of basic accounting principles
- Have strong interpersonal skills and the ability to maintain positive client relationships
- Be proactive, highly self-motivated and comfortable working autonomously - you are innovative, demonstrate initiative and seek opportunities to add value
- Have a strong ability to prioritise work, operate under pressure and to deliver against deadlines

Highly desirable

We will also favourably view applicants that have:

- Experience using Xero
- Experience working in the non-profit sector
- Experience working in an accounting practice environment
- Attained, or are working towards, attaining their CPA / CA / IPA or similar qualification

Our team & your opportunities

The Purpose team is a carefully curated mix of Bookkeepers and Accountants, with diverse and complementary skill sets. With many years' experiences serving non-profit clients, our team has a deep appreciation of the sector.

We encourage innovation, creative approaches to work and a flexible working environment for our team members.

At Purpose we are strongly committed to developing our staff and supporting them. We are a small business that rewards talent and provides opportunities for professional growth and internal promotion.

We also offer financial support for studies related to professional development, tailored for individual circumstances and as agreed with Purpose Directors.

Purpose also offers generous paid leave provisions, above statutory minimums, including:

- Personal wellbeing and cultural leave (an additional 9 days annually, offered to full-time permanent staff)*
- Birthday leave (1 additional day per year)*
- Additional leave days for study support

**Available after initial probation period is served*

Equal Opportunity

Purpose Accounting is an equal opportunity employer.

We promote diversity of thought, culture and background, and we are committed to creating an inclusive environment for all employees.

We strongly encourage applications from all diverse groups, including but not limited to Aboriginal and Torres Strait Islander peoples; those within the LBGTIQ+ community; and those with disabilities.

Legal right to work in Australia

Applicants must have the legal right to work in Australia. If you do not hold Australian citizenship or Permanent Residency, please provide the details of your working visa.

Salary

\$95,000 - \$112,500 plus super.

Study support (financial and time) for CPA.

How to apply

Please include a copy of your CV, as well as a cover letter outlining your suitability for the role and why it interests you.