

# Role Description

## Accountant

Organisation	Caxton Legal Centre
Business Unit/Practice	Administration Services Team
Location	Brisbane
Reports to	Chief Operations Officer
Award	<i>Social, Community, Home Care and Disability Services Award 2010</i>
Grade/Band	Level 5 - Full time
Approved By	CEO
Date of Approval	July 2025

### Overview of Caxton

Caxton Legal Centre represents the interests of people who are disadvantaged or on a low income when they come into contact with the law. We do this by strategically advocating to government, providing legal advice and social work services, publishing legal information and building community awareness about the issues faced by the people we help.

Caxton is an independent, non-profit, non-government community legal centre. We are committed to achieving the best outcomes for people who are on a low income or otherwise disadvantaged by working with partners from the community, government, university and private sectors.

### Our vision:

A just and inclusive Queensland.

### Our values:

Caxton approaches people and its work in the community with a commitment to:

- Accountability and Responsibility - going above and beyond what is expected
- Compassion and Empathy - showing our genuine concern for others
- Respect – valuing all people no matter what
- Integrity - saying and doing the right thing
- Collaboration - believing in the power of working with others

### Primary purpose of the role

This role supports the Chief Operations Officer (COO) with the preparation of financial statements, cash flow and month end financial reporting. Responsibilities include end of month journals and reconciliations, accounts payable and receivable, quarterly and annual acquittals, and payroll processing. This role is involved with the preparation and analysis of financial data concerning program and organizational financial health and strategy, and interacts daily with the COO and regularly with the CEO to report on and understand financial risks and opportunities.

## Key accountabilities

- Responsible for accounting to Trial Balance using MYOB/Xero
- Responsible for all aspect of accounts payable and accounts receivable
- Oversee payroll processing and monitor accrued entitlements and salary sacrifice payments
- Prepare Superannuation and Portable Long Service Leave Returns
- Annual reconciliation and finalisation of STP Reporting
- Preparation of monthly and yearly financial reporting
- Processing end of month journals, performing end of month procedures, and balance sheet reconciliations
- Preparation of financial component of funding acquittals
- Preparing statutory financial returns for various external entities
- Preparation of cash flow statements and assist monitoring of bank and credit card balances
- Maintain and monitor office asset register in conjunction with the capital expenditure and rolling maintenance schedules
- Attendance at and preparation of minutes for Finance and Risk Committee as required
- Assist with yearly audit and adhoc financial duties as required
- Internal financial/analysis/costing reporting as requested
- Assist in preparation of organisation budget and program budgets
- Review policies and procedures for continual improvement
- Implement new financial systems
- Other tasks as directed from time to time by the COO

## Key challenges

- Work within a complex funding environment
- Satisfying multiple stakeholder priorities

## Key relationships

Who	Why
<b>Internal</b>	
<ul style="list-style-type: none"><li>• CEO and COO</li></ul>	<ul style="list-style-type: none"><li>• Explain financial information, prepare reports, initial analysis of data for Executives, proactive engagement with financial risk and stratgy</li></ul>
<ul style="list-style-type: none"><li>• Administration Team</li></ul>	<ul style="list-style-type: none"><li>• To ensure receipt of documentation in an accurate and timely manner to process accounts</li></ul>
<b>External</b>	
<ul style="list-style-type: none"><li>• External vendors</li></ul>	<ul style="list-style-type: none"><li>• To build and maintain ongoing relationship with key suppliers to ensure financial process are completed in line with contractual obligations</li></ul>

## Role dimensions

### Decision making

Determines potential financial risks and escalates to COO

### Direct reports

- Payroll Officer

### Budget/Expenditure

Nil

## Essential requirements

- Degree qualified accountant
- 5+ years' experience
- Strong knowledge of MYOB, Xero and Excel
- Strong attention to detail
- Good communication and interpersonal skills to explain financial data to non-financial staff
- Ability to prioritise and meet deadlines and maintain confidentiality of sensitive financial and staff information
- Ability to interpret Award pay rates
- Prefer experience with a HR System ie. Rippling or Employment Hero
- Ability to acquire knowledge to use software for reporting and Forecasting.
- Ability to cope with continual change

I acknowledge that I have received a copy of this Position Description and have read and fully understand all accountabilities, challenges and relationships contained within. I accept that I will observe them fully during my employment.

Staff member signature:

Staff member name:

Date: