

## Position Description

**Position Title:** Senior Financial Accountant

**Position Number:** POS186

**Reports To:** Group Manager - Finance

**PD Number:** PDCOM010

**Location:** The Hub, working at other locations or from home as and when required/agreed.

## Organisation Overview

Launch Housing is passionately committed to achieving our vision of ending homelessness and providing a strong focused voice on homelessness driven by our values; empowering, adaptable, courageous and caring.

We are Melbourne's largest independent secular specialist homelessness organisation and the 'go to' organisation on homelessness for government, media, philanthropy, supporters and the community.

From providing high quality housing and an innovative range of support, education and employment services, we bring solutions to homelessness under one roof for thousands at risk of, or experiencing the crisis and trauma of homelessness. Clients are at the centre of everything we do and are actively and meaningfully involved in the design, delivery and evaluation of services as well as our policy development, public advocacy and fundraising.

Through partnerships, research and evidence-based approaches, we will continue the tradition of pioneering new methods and fresh ways to develop solutions at scale, and to make Melbourne a world leading city in ending homelessness.

Launch Housing is an Equal Opportunity employer and supports accessible working arrangements for all. This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, people with a lived experience of homelessness and people who identify as lesbian, gay, bisexual, transgender, gender diverse, intersex or queer.

To find out more, visit our website at [launchhousing.org.au](http://launchhousing.org.au).

## Position Overview

The Senior Financial Accountant is responsible for managing the Financial Accounting function and to provide effective and efficient financial services, accounting integrity and adherence to Accounting Standards. Reporting to the Group Manager – Finance, this role is responsible and accountable for the financial integrity of financial information, from transactional to reporting, including management and statutory reporting, ensuring month end timelines are met.

Requiring a strong background in financial accounting and a commitment to delivering high quality service, success depends on taking full responsibility of the transactional and month end and management reporting processes to deliver sound financial governance. Exceptional interpersonal skills and communication skills, as well as leadership to successfully build strong working relationships with stakeholders at all levels of the organisation.

## Launch Housing Leadership Framework

At Launch Housing, we believe that leadership is not defined by position or title – but by the mindset you bring and the actions you take. We also believe that leadership is learnable – that there is a body of knowledge, skills and dispositions associated with leadership that can be learned.

The Launch Housing Leadership Framework outlines the key expectations and behaviours required for effective leadership at every level. This role is aligned to the Leading Others proficiency level within the framework, reflecting the responsibility to guide and support teams, foster collaboration, and create a high-performing and inclusive environment that drives positive outcomes.

## Managerial Responsibility

May supervise a small team or section of their organisational unit.



## Key Outcomes

### Financial Management, Compliance & Governance

Success will look like:

- Managing the allocated budget portfolio.
- Providing timely advice, information, forecasts and analysis to management level.
- Managing the engagement of annual external and internal audit functions and acting as a key contact for auditors.
- Preparing month end journals including payroll, allocation of Government income, prepayments, accruals, investments and leases.
- Completing General Ledger reconciliations on a monthly basis.
- Facilitating the monthly, quarterly and annual close calendar to ensure accruals, journals and reporting are complete, accurate and timely.
- Preparing and lodging quarterly BAS returns and ensuring compliance with all taxation requirements, including FBT.
- Preparing annual FBT returns and maintaining all required FBT documentation.
- Maintaining the fixed asset register and ensuring depreciation is consistently applied in accordance with Launch policies.
- Ensuring the integrity and accuracy of costings across Profit and Loss and Balance Sheets at cost centre, program and project level.
- Preparing monthly financial and management reports including Profit and Loss, Balance Sheet, cash flow, variance analysis, KPIs, dashboards and Board reporting packs.
- Providing insightful analytical commentary to support management reporting and decision-making.
- Maintaining daily and medium-term cash flow projections accurately and in a timely manner.
- Supporting preparation of annual operating, capital and project budgets, and monthly and quarterly forecasting processes.
- Compiling and submitting financial data for sector benchmarking and other external reporting requirements.
- Coordinating insurance and WorkCover renewals in accordance with organisational requirements.

### Service Delivery, Systems & Process Improvement

Success will look like:

- Ensuring Accounts Payable, Accounts Receivable and Payroll services are delivered to internal and external stakeholders in line with service level agreements and customer service expectations.
- Ensuring supplier payments are processed in a timely manner and are accurate, GST compliant, appropriately approved and correctly coded.
- Partnering with assigned Business Unit Managers to provide financial support, coaching and advice, ensuring compliance with finance policies and processes.
- Providing advice, information and analysis for Procurement, Banking and Credit Card activities in accordance with Launch policies and procedures.
- Ensuring banking and credit card facilities are managed in accordance with organisational policies and procedures.
- Managing systems data uploads into relevant financial systems, including TechOne.
- Providing expert advice and analysis in relation to ERP systems and commercial modelling, particularly in Excel.
- Ensuring data integrity through effective systems and processes, including balance sheet and revenue reconciliations.
- Supporting and implementing system reviews and enhancements under the guidance of the Group Manager – Finance.
- Developing and implementing process improvements across the finance function using a structured change management approach.
- Managing the ongoing administration of financial systems and processes.
- Responding to business queries and requests in a timely and professional manner.
- Supporting organisation-wide initiatives and projects as required.



## Leadership

Success will look like:

- Providing high-level and dynamic leadership to the Finance Support team in accordance with Launch Housing policies and procedures.
- Providing day-to-day direction to the team to ensure the delivery of consistent and high-quality services.
- Supporting the supervision and performance development of team members, including indirect reports, in line with legislative, regulatory, policy and practice requirements.
- Providing guidance and backup support to finance staff to ensure month-end and reporting deadlines are met.
- Embedding appropriate internal control mechanisms, identifying and remediating gaps and escalating issues to executives in a timely manner.
- Actively participating in organisational and team meetings with a client-focused, continuous improvement mindset.
- Contributing to the development and implementation of new projects, programs and systems.
- Working collaboratively with the Group Manager – Finance to support continuous improvement of accounting policies, systems and procedures.
- Developing and maintaining internal and external relationships and partnerships that enhance Launch Housing's credibility and client outcomes.

## Collaboration, Culture & Organisational Contribution

Success will look like:

- Actively engaging in continuous improvement within your team and across the organisation.
- Building and maintaining strong, respectful relationships with colleagues, clients, and external partners.
- Behaving in accordance with all Launch Housing policies and procedures, including the Code of Conduct.
- Translating Child Safe Standards into day-to-day practice to ensure a child-safe environment is maintained at all times.
- Contributing to a safe, inclusive and supportive workplace where everyone feels valued, respected and heard.
- Demonstrating professionalism, empathy and discretion in all work-related interactions.
- Handling personal and organisational information with care, confidentiality and integrity.
- Sharing knowledge and supporting the capability and development of others across the organisation.
- Participating in organisational initiatives, working groups or projects aligned with Launch Housing's values and strategic goals.
- Undertaking other duties as required, aligned with organisational priorities and operational needs.

## Key Selection Criteria

- CA/ CPA Qualified.
- Demonstrated experience of a minimum of 5 years as a Senior Financial Accountant, or 8 years as a Financial Accountant with experience leading a Financial Accounting team.
- Understanding of the Australian Accounting Standards and their application work processes.
- Demonstrated leadership skills and experience in managing staff.
- Strong analytical and decision-making skills including attention to detail.
- Advanced/ demonstrated system skills in Financial Modelling.
- Excellent time management skills and demonstrated ability to meet deadlines and effectively manage competing priorities.
- Exceptional interpersonal skills to work well with a broad range of stakeholders.
- Understanding of, or a demonstrated commitment to upholding, Child Safe Standards in the workplace.
- Strong communication and interpersonal skills, with the ability to engage effectively with people from diverse backgrounds.
- Demonstrated commitment to the values of Launch Housing and our mission to end homelessness.

