



## Role Description – Accountant

Role Title	Accountant – Part time
Team	Finance Services
Location	Brisbane – Hybrid in office and WFH role; with flexible hours option
Salary	4 days per week equivalent pro-rata Level 5 (\$100,776 to \$105,341) Social, Community, Home Care and Disability Services Industry Award. Plus On-Costs. Salary sacrificing available.
Reports to	Chief Finance Officer

### Our Vision

***Healing the past, nurturing the future.***

Our vision is for refugee survivors of persecution to live lives liberated from the harms of torture, trauma and human rights injustice. We exist to nurture meaningful futures by assisting refugee survivors to heal, belong and thrive in our community.

### Our Values

**Kindness**

We care.  
In all our work, survivors of torture and trauma come first.

**Optimism**

We believe in meaningful futures.  
We are committed to healing being a journey of growth across mind, body and spirit.

**Perseverance**

We don't give up. We understand that healing requires time, patience and courage for individuals, families and communities.

**Fairness**

We believe that recovery from trauma is about justice and that to heal is a human right.

**Honesty**

We act openly and ethically.  
We are committed to delivering impactful services.

## Role Purpose

This position is responsible for assisting continuous system and process improvements within the finance team for QPASTT.

## Character

We are looking for an experienced accountant who has excellent attention to detail and with a high level of accuracy. You will be committed to work as a team to assist in continuous process and system improvements.

You will comply with QPASTT policies, procedures and practices and all applicable laws and industrial agreements that govern our business. You will seek clarification from the CFO when needed. You will be committed to continuous learning and quality improvement and contribute to the development and review of policies and procedures.

You will ensure discretion and uphold privacy and confidentiality in relation to staff personal information.

You will have a strong personal drive and be collaborative in your working attitude.

You will contribute to effective communication and a positive culture both within your team and across QPASTT.

## Responsibilities

The Accountant is responsible for:

1. Prepare month end financial reporting including but not limited to maintain general ledgers, journals, reconciliations, assets register with finance team
2. Maintain grants accountability by managing project cost, preparing financial acquittals for funders and support finance team and program managers with financial tracking
3. Support annual financial audit and other reporting audit as required
4. Prepare statutory and tax compliance including but not limited to BAS, FBT, ACNC
5. Support and be part of the team to implement new payroll and ERP accounting system
6. Review accounts payable, accounts receivable and payroll with other team members
7. Backfilling accounting functions for other team members when required
8. Support finance team on continuous improvement in financial policies and system processes.
9. Support and work with finance team to prepare financial policies and forms as required
10. Support and work with CFO to develop financial delegations and corresponding forms such as mileage, reimbursement etc.
11. Other ad hoc duties when required.



## Requirements

1. Relevant degree qualified.
2. Outstanding attention details and reconciliation skills
3. Advanced skills in Microsoft Excel
4. Experience in ERP and knowledge in MYOB
5. Ability to work both independently and collaboratively as a team member
6. Minimum 2-3 years experience working in similar role
7. Experience working in not for profit sector highly desirable
8. Excellent communication and interpersonal skills
9. Ability to problem solve and prioritise tasks
10. Ability to exercise a high degree of integrity and confidentiality
11. Ability to abide by QPASTT's Code of Conduct for all employees

## Conditions of Employment

1. Current Positive Notice Blue Card and provision of an annual federal police check.
2. Current Queensland C Class driver's licence.
3. Occasional out of hours work. Occasional travel to other QPASTT offices.
4. The period of probation will be six months.

## Application Process

To apply, please submit the following documents:

1. A cover letter detailing why you would like to work with QPASTT and how you meet the requirements of the role.
2. Your resume detailing professional experience and education.

The final date to apply is by Tuesday 30<sup>th</sup> June. Please email your application to [JobApplication@qpastt.org.au](mailto:JobApplication@qpastt.org.au).

***QPASTT is committed to equal opportunity in employment. We will act to ensure an environment free from discrimination on the grounds of sex, gender, sexual orientation, race, ethnicity, culture, age, marital status or pregnancy, family responsibilities, disability, and religious or political beliefs.***

