



Position Description

Position Title	Junior Accountant
Division	Finance
Department	Finance
Reports To	Senior Financial Accountant

Organisation Purpose

Our vision at the Brotherhood of St. Laurence (BSL) is an Australia free of poverty. Our purpose is to advance a fairer Australia through our leadership on policy reform, our partnerships with communities, and the quality of our services.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, industry and communities to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth and employment to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our services that support financial wellbeing. We research the causes and effects of poverty and connect research, practice and policy to advocate national, state and local policy responses to poverty.

BSL values diversity and inclusion with regard to our staff and the communities we serve. Our staff and volunteers come from diverse backgrounds, and we aim to create an inclusive working environment. BSL is committed to child, young people and vulnerable adult safety. We want all people to be supported, respected, safe and empowered.

Department Purpose

The Brotherhood's Finance department has a responsibility for providing high quality information and advice to all levels of the organisation plus developing and achieving best practise for the Finance function. This includes facilitating the Risk Management framework.

The Finance Department is responsible for the preparation of timely and accurate financial information, maintaining a strong system of internal control and facilitating the management of the organisation's financial resources in an effective and sustainable way.

Approved: Head of Financial Accounting and Governance, August 2026

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Position Purpose

The Junior Accountant supports the Finance team in the delivery of accurate and timely financial, statutory and taxation reporting. The role contributes to the effective operation of accounting functions through the preparation of reconciliations, journals, treasury activities, fixed asset accounting and compliance reporting while supporting continuous improvement across finance processes.

Key Responsibilities

General Ledger

- Preparation of monthly balance sheet reconciliations as required, including resolution of reconciling items in a timely manner. Ensure all reconciliations have appropriate supporting documentation and evidence.
- Preparation of all journals as required, with appropriate substantiation, including but not limited to provisions, accruals, and presentation requirements
- Ensure sources of reconciliation issues are identified and improve end to end business processes to ensure data accuracy in the Financial Statements.
- Assist with the management of the General Ledger function including but not limited to reviewing and analysis of the effectiveness and efficiency and compliance to internal controls, policies and procedures

Treasury

- Banking – including but not limited to the daily processing of transactions and journals, review and analysis of all outstanding items, process improvement and system applications and maintenance.
- Preparation of bank reconciliations as required, and all related journals and transactions.
- Administration of the Corporate Cards – new users, removal of terminated employees, card limits and ensuring compliance with policy.

Fixed & Leased Assets

- Assist with the month end closing cycle including but not limited to reviewing and analysing of asset additions, disposals and adjustments
- Maintain the fixed term asset register, including the creation of new assets, monthly depreciation calculation and posting, and the disposals/retirements of assets as well as maintaining dependent tables
- Manage and review the preparation and analysis of the monthly reconciliations of fixed asset subsidiary ledger to the general ledger.
- Assist with the management of the Leased Assets software and associated general ledger journals and reconciliations as may be required

Reporting and Compliance

- Assist in regular reviews of Finance department policies and procedures to identify any issues, recommend updates and ensure their compliance with financial reporting standards and other relevant external legislation.
- Assist in ensuring that Finance department policies and procedures are implemented and fully complied with and report any non-compliance to the Senior Financial Accountant.

Others

- Work collaboratively within teams to achieve common goals.
- Demonstrate a commitment to BSL's quality framework and culture by participating in and promoting quality actions through continual improvement activities.
- In collaboration with Senior Financial Accountant, set goals and objectives to ensure outcomes are met.
- Model BSL's values and adhere to the Code of Conduct in everyday work practices.
- Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with BSL policies and procedures.
- Other duties as required.

Scope of Responsibility

This role reports to the Senior Financial Accountant.

Direct Reports:

- N/A

Indirect Reports:

- N/A

Key Selection Criteria

- Relevant tertiary qualifications in Accounting, Commerce or related discipline
- Knowledge of organisational accounting processes and experience in a similar role involving activities such as general accounting, financial analysis and reports
- Strong interpersonal and communication skills with the ability to build effective relationships and liaise across all levels both internally, externally and with people from diverse backgrounds
- Demonstrated attention to detail and high level of accuracy in financial processing
- Ability to identify and resolve problems and make appropriate recommendations
- Well-developed organisational and time management skills with the ability to plan workload, prioritise and meet deadlines

- Expertise and competency in Microsoft Office including Excel, Word and Outlook

Mandatory Employment Criteria

- Proof of eligibility to work in Australia is required
- A satisfactory Police Check is required. BSL will support successful candidates in this process
- A Working with Children Check is required for this position. BSL will support successful candidates in this process
- A NDIS Worker Screening check is required. BSL will support successful candidates in this process

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur, and it may be amended from time to time as organisational needs change. Changes to the position description will be consistent with the purpose for which the position was established.