

Position Description - Accountant

Permanent part-time | 4 days per week

LOCATION Sydney Hybrid	EMPLOYMENT Permanent part-time 4 days per week
REPORTS TO Finance Manager	SALARY \$85,000-\$90,000 FTE + super + tax-free benefits

About Can Assist

Can Assist is a NSW charity dedicated to reducing the inequities experienced by people affected by cancer in rural and regional communities. Through our statewide network, we provide practical and financial support to country cancer patients and their families.

Position Purpose

Reporting to the Finance Manager, the Accountant supports the day-to-day financial operations, reporting, budgeting, cash flow, year-end and audit requirements of Can Assist and its related entities. The role is hands-on and works closely with the Finance Manager and broader team to maintain accurate financial information, sound controls and timely reporting.

Key Responsibilities

Financial Accounting & Reporting

- Prepare and process journals, accruals, prepayments and general ledger adjustments.
- Complete monthly balance sheet reconciliations, including fixed asset reconciliations, and promptly investigate reconciling items.
- Assist with month-end and year-end close processes.
- Prepare monthly management reports for review by the Finance Manager, including performance against budget and prior year.
- Prepare monthly cash flow reports and assist with forecasting.
- Prepare ad hoc financial reports and analysis as required.

Budgeting

- Assist with preparation of the annual organisational budget.
- Upload approved annual budgets into MYOB and Xero and check the accuracy of uploaded data.
- Support ongoing budget monitoring and forecasting activities.

Accounts Payable & Receivable

- Process a small volume of weekly accounts payable transactions, including supplier invoices and payments.
- Raise customer invoices and assist with a small volume of accounts receivable administration and debtor follow-up.
- Maintain accurate creditor and debtor records and supporting documentation.

Banking, Investments & Intercompany

- Perform bank and investment reconciliations and investigate outstanding items.
- Maintain banking, investment and cash management schedules.
- Process and reconcile a small volume of intercompany transactions and maintain supporting schedules.
- Ensure intercompany balances are reconciled monthly.

Annual Reporting & Audit

- Assist with the preparation and finalisation of the annual trial balance and supporting schedules.
- Assist with year-end adjustments and annual financial statement preparation.
- Prepare audit working papers and supporting documentation.
- Assist with audit information requests, queries and follow-up items.
- Support implementation of agreed audit recommendations and improvements to internal controls.

Systems, Compliance & Improvement

- Use and assist with administration of MYOB and Xero accounting systems.
- Maintain accurate financial records in accordance with accounting standards, policies and procedures.
- Assist with statutory and compliance reporting as required.
- Support internal stakeholders and volunteers with finance system and process queries.
- Contribute to finance projects and continuous improvement of systems, processes and controls.
- Provide general finance and administrative support as required.

Skills & Experience

Essential

- Degree qualification in Accounting, Commerce, Finance or a related discipline.
- At least three years of relevant accounting experience.
- Experience using MYOB and Xero.
- Strong experience with reconciliations, journals and month-end reporting.
- Intermediate to advanced Microsoft Excel skills.
- High attention to detail, sound analytical skills and a commitment to accuracy.
- Strong communication, organisation and time management skills.
- Ability to work independently, manage competing priorities and meet deadlines.
- Positive and collaborative approach within a small, supportive team.

Desirable

- CPA or CA qualification, or currently working towards qualification.
- Experience in the not-for-profit sector.
- Experience with budgets, forecasts, cash flow and external audit support.

What We Offer

- \$85,000-\$90,000 FTE plus superannuation and tax-free salary packaging benefits.
- Permanent part-time employment working four days per week.
- A friendly, supportive and collaborative team environment.
- Broad accounting exposure and meaningful work supporting rural and regional communities.