

## Position Description - Accountant

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<b>Position title:</b>	Accountant
<b>Reports to:</b>	General Manager
<b>Direct reports:</b>	Bookkeeper/Payroll
<b>Location:</b>	South East Queensland
<b>Status &amp; Hours:</b>	Part time - 30 hours per week
<b>Classification:</b>	SCHADS Level 4

### 121 Care - Vision & Mission

***Vision:***

*121 Care is an award winning provider of flexible and client controlled support services to people with disabilities and people with mental illness throughout south east Queensland.*

***Mission:***

*Working together to encourage and maximise an independent, happy life for our clients by delivering individualised services by a caring and diverse team including people with lived experience of disability.*

### Purpose of the Role

The focus and purpose of this role is:

- Ensure the timely and accurate financial reporting for the organisation.
- Ensure compliance with all statutory, legal, legislative and funding financial responsibilities.
- Provision of timely and accurate client funding statements.
- Preparation of annual financial reports.
- Preparation for and compliance with financial and quality standard audits.
- Development and monitoring of annual organisational budgets and cashflows.
- Development and compliance with organisational financial policies and procedures.

## Key Responsibilities & Duties

<p><b>Financial Services</b></p> <ul style="list-style-type: none"> <li>• Manage the financial activities of the organisation accurately and within established timeframes including: general ledger, payroll, asset register, banking, taxation and statutory requirements.</li> <li>• Contribute to the production of annual consolidated operating budgets and forecasts.</li> <li>• Monitor the performance of the finance team to ensure compliance with all internal processes and procedures and applicable accounting standards and legislation.</li> <li>• Ensure timely and accurate reporting of funding commitments.</li> </ul>	<p><b>Indicators</b></p>
<p><b>Project Development</b></p> <ul style="list-style-type: none"> <li>• Participate in and manage stand alone and ongoing organisational projects as required including, but not limited to: software selection and implementation; business acquisitions; feasibility studies; project management; industry partnerships; potential organisational mergers; and others as required.</li> </ul>	<p><b>Indicators</b></p>
<p><b>Compliance and Documentation</b></p> <ul style="list-style-type: none"> <li>• Develop and implement finance related organisation policies and procedures to ensure best practice and to meet the organisation's financial objectives.</li> <li>• Support the finance team and ensure all organisational timeframes are met.</li> <li>• Prepare financial reports, systems and processes to ensure compliance with annual financial and quality systems audits.</li> <li>• Act at the coordinator for auditors, funding bodies and other external stakeholders during the audit process.</li> <li>• Develop new systems and processes as required to ensure accurate and efficient financial reporting of all services provided by the organisation.</li> <li>• Ability to attend meetings or training outside the usual span of working hours.</li> <li>• Attend and record Finance and Risk Committee meetings.</li> <li>• Prepare financial reports and other documents as required for Finance and Risk Committee meetings.</li> <li>• Ensure compliance with funding and statutory budgets, financial reporting, guidelines and reporting.</li> </ul>	<p><b>Indicators</b></p>

General	Indicators
<ul style="list-style-type: none"> <li>• Operate effectively in terms of quality and quantity of output under pressure from strict timelines, service delivery guidelines and workload demands.</li> <li>• Participate fully in a team environment with management, other staff members, key support workers, direct support workers and administrative staff to achieve whole of service quality outcomes.</li> <li>• Notify the General Manager of any critical incidents or events that could have detrimental consequences for the business immediately.</li> <li>• Ensure security procedures for the opening and closing of the office premises.</li> <li>• Undertake to continue updating knowledge and skills by attending professional development training in areas identified for further development.</li> <li>• Promote 121 Care positively in all interactions with clients, workers, stakeholders and other external parties.</li> <li>• Engage a high level of interpersonal and written communication skills at all times.</li> <li>• Engage in continuous quality improvement of systems and processes to ensure best practice support services.</li> <li>• Travel throughout south east Queensland as required.</li> <li>• Maintain a high level of confidentiality and professionalism at all times.</li> <li>• After hours and weekend on-call emergency response work is required to be undertaken on a rotating roster.</li> <li>• Other duties as directed by the management team.</li> </ul>	

### Essential:

- Current 'C' Class Driver's Licence and access to a private reliable motor vehicle.
- Current Federal Police clearance/Working with Children (Blue) Card.
- Evidence of the right to work in Australia.
- Tertiary qualifications in Accounting.
- 3 years' experience in a similar role.
- A knowledge of support services to the elderly and/or people with a disability.
- A clear knowledge and understanding of the legislations and standards which are relate to the provision of support to people with a disability and the elderly.
- High level of communication and interpersonal skills.
- Ability to work as part of a collaborative team.
- Commitment to quality improvement activities.
- Proficient in the use of Microsoft Office based software packages, financial software and payroll software.
- Ability to work after hours where required.

### Desirable:

- A sound understanding of industry trends in the delivery of aged and disability support services.
- Knowledge of, and experience in participating in quality management systems.

### Probationary Period:

A probationary period of 6 months applies to this position. If during this period 121 Care determines that the candidate is not suitable for this position then employment may be terminated.

### Acknowledgement

I understand and accept the requirements outlined in the Position Description and any reasonable amendments made due to changes in responsibilities and organisational requirements. I confirm my personal commitment to the Vision and Mission of 121 Care.	
<b>Signature:</b>	
<b>Name:</b>	
<b>Date:</b>	

### Approvals

<b>Approved by:</b>	
<b>Date:</b>	
<b>Review date:</b>	