



POSITION DESCRIPTION

STARTTS is committed to Equal Employment Opportunity (EEO) and anti-discrimination policies.

POSITION NUMBER: 1076

Date reviewed/created: November 2018

POSITION TITLE: Financial Accountant

TEAM: Finance

LOCATION: Carramar

AGREEMENT: "NSW (Non-Declared) Affiliated Health Organisations' Health Employees Agreement".

CLASSIFICATION: Health Manager Level 2

A generous salary packaging scheme is also offered.

PERIOD OF APPRAISAL: Performance will be assessed within 6 months of commencement and a 6 month probationary/qualifying period will also apply.

Background to STARTTS

STARTTS is a state-wide service funded by the NSW Department of Health and Commonwealth Department of Health to provide high quality assessment, treatment and rehabilitation services to people living in NSW who have experienced organised violence or trauma associated with the refugee experience. STARTTS is an Affiliated Health Organisation (AHO), a Non-Government Organisation whose services are deemed to be part of the NSW public health system.

STARTTS' service provision philosophy is predicated on a bio-psycho-social framework that incorporates a large range of clinical and psycho-social interventions informed by the latest advances in neuroscience and evidence based practice in relevant fields. As such, STARTTS provides a broad range of services including assessment; counselling for all age groups; psychiatric assessment and interventions; family therapy; group interventions; body-focused interventions such as massage, physiotherapy, acupuncture and pain management groups; support groups; programs for children and youth; and various strategies to increase the capacity of support networks and refugee communities to sustain their members.

The focus of the STARTTS' approach is on building capacity and empowering people and communities to take control over their own lives, using a strengths-based approach and building on individual, family, community and cultural strengths.

Background to the Program Area of the position

The Accountant is responsible for managing and delivering key aspects of the STARTTS finance function to ensure the effective, efficient and accurate financial management of the organisation.

This position is based in our head office in Carramar, together with other finance team members to ensure STARTTS financial information is accurate and up-to date and to provide high quality financial services. The appointee will be able to work flexibly and communicate well with staff and external services.

ORGANISATIONAL RELATIONSHIPS:

1. Responsible to: Chief Financial Officer and works collaboratively with other Finance team members.
2. Responsible for: *NIL*

SELECTION CRITERIA:

Essential Criteria:

1. Certified Practising Accountant (CPA) or equivalent status.
2. Demonstrated hands-on experience and achievements in a similar role, performing all aspects of the financial management function in a small to medium organisation.
3. Experience in financial reporting, general ledger, accounts receivable & payable, budgeting and forecasting.
4. Demonstrated analytical, problem solving and decision-making skills.
5. High level administrative and organisational skills and demonstrated competence in financial and MS Office systems especially intermediate to advanced skills in Excel.
6. Ability to meet tight deadlines and work with minimal supervision in a small team environment.
7. Demonstrated ability to work collaboratively with a variety of internal and external stakeholders and maintaining professional relationships.
8. Excellent communication skills (verbal and written) including interpersonal capabilities in a multicultural environment.

Desirable Criteria:

1. Hands-on experience in payroll systems and tasks in a small to medium organisation.
2. NSW Driver's Licence.

*This position is not considered child-related employment and will require a National Criminal Record Check.

BRIEF DESCRIPTION OF ROLE

The position of Accountant operates within the finance team, reporting to the Financial Controller and working alongside the Payroll Manager and Administrative Officer (Accounts). The role is responsible for providing day-to-day accounting & financial management services to the organisation. This includes:

- Managing / completing the monthly financial reporting process
- Completion of a range of general accounting, accounts receivable and payroll tasks
- Supporting and assisting the Financial Controller in the delivery of budgets, financial reports and advice to the cost centre managers
- Leading or participating in financial process & system improvement projects
- Fulfilling aspects of the payroll and accounts receivable functions during periods of leave
- Other projects and tasks delegated by the Financial Controller, including fulfilling that role during periods of leave

PRIMARY OBJECTIVES:

The overall goal of the STARTTS financial management function is to provide a solid financial base for STARTTS activities. The objective of the role of Accountant is the effective, efficient and accurate provision of a range of accounting and financial services in accordance with sound financial governance protocols, policies and procedures. The role is to be performed with high standards of service to management, staff and external stakeholders.

PRIMARY DUTIES:

1. Accounting & Financial Reporting

- 1.1. Perform the day-to-day and monthly accounting and related tasks required for the accurate and timely delivery of financial reports.
- 1.2. Ensure completion of all financial transactions into the General Ledger.

- 1.3. Assess and process all required month-end-close journal entries, including prepayments, accruals and depreciation.
- 1.4. Complete bank and other assigned general ledger reconciliations.
- 1.5. Complete STARTTS monthly P&L and Balance Sheet and send to Financial Controller within agreed month-end deadlines.
- 1.6. Complete & assess cost centre budget vs actual reports and send to Cost Centre Managers.
- 1.7. Assist the Financial Controller in the completion of annual budgets and periodic forecasts.
- 1.8. Assist the Financial Controller in the completion of major funding acquittals and reports.
- 1.9. Prepare and lodge BAS, IAS and FBT returns.

2. Financial Governance

- 2.1. Ensure financial transactions are properly authorised and are in compliance with the delegations manual and other sound financial governance protocols.
- 2.2. Develop and maintain finance procedure manuals in accordance with board approved policies.
- 2.3. Revise various finance forms in accordance with policy and organisational changes, as & when required.

3. Finance Systems & Process Improvements

- 3.1. Maintain and administer finance systems parameters & user-access, and pursue potential enhancements to system functionality & related processes.
- 3.2. Perform system administration function for all finance system modules including maintenance of user-access and core system parameters.
- 3.3. Investigate opportunities for enhanced use of system functionality.
- 3.4. Assess and maintain the chart of accounts in accordance with evolving organisational reporting requirements.
- 3.5. Keep abreast of, and implement, upcoming changes to external and internal financial reporting requirements.

4. Provide back-up and support to the Payroll Manager in the completion of the payroll function

- 4.1. Process monthly superannuation payments.
- 4.2. Fulfil all or part of the payroll function during Payroll Manager's leave and other times as required.
- 4.3. Provide audit/internal check on payroll processes.
- 4.4. Implement and maintain Employee Self Service module for existing payroll system.

5. Accounts Receivable

- 5.1. Supervise completion of "Fee-for-Service" accounts receivable tasks including invoicing and credit control.
- 5.2. Fulfil other accounts receivable tasks during periods of leave and other times as required.

6. Management & Acquittal of Funds

- 6.1. Assist Financial Controller in the preparation of finance reports for PASTT and NSW Health.

7. Personal

- 7.1. Participate in STARTTS Performance Management program
- 7.2. Be an active participant in team meetings to maximise contribution to the work of the team
- 7.3. Participate in STARTTS staff meetings and other relevant meetings
- 7.4. Work to ensure professional and co-operative working relationships within own team and with other departments across STARTTS.
- 7.5. Participate in identifying quality improvement initiatives/strategies.
- 7.6. Attend and participate in all training opportunities identified for the role.
- 7.7. Liaise with and seek senior advice as required.

8. As a STARTTS employee you are expected to:

- Maintain confidentiality and exercise discretion in relation to all STARTTS matters.
- Actively participate in relevant quality improvement programs.
- Actively seek to improve skills and knowledge that will benefit the organisation.
- Project a professional image at all times and in all situations.
- Undertake any other duties that may be required within the area of work.

Equal Employment Opportunity and Staff Relationships:

- STARTTS is an Equal Employment Opportunity (EEO) employer and encompasses its philosophy and practice.
- STARTTS rejects racism and sexism in all its forms and is committed to the elimination of racial and gender discrimination including direct and indirect racism and sexism, racial vilification, and harassment.

STARTTS Workplace Policies

You must observe and comply with the provisions set out in any and all written policy, practice or procedure of STARTTS. A breach of STARTTS' policies, practices and procedures may result in disciplinary action up to and including termination of your employment.

Work Health & Safety responsibilities:

- Comply with STARTTS WHS policies and procedures.
- Work with due care and consideration to safeguard your own health and safety and the health and safety of others, and to report to your Supervisor any potential hazards, mishaps, incidents or injuries that may occur or become aware of during the course of work.

Risk management responsibilities: All staff have a responsibility to identify any risks (ie the chance of something happening that will have an impact on the objectives of the organisation) in the course of their work and to inform their supervisor, as per the *STARTTS Risk Management Policy and Program*.

Smoke-free Workplace

STARTTS is completely smoke-free. This means that smoking is not allowed in any STARTTS' buildings, vehicles or grounds, there are no designated smoking areas. As an employee you are required to comply with the 'Non-smoking' Policy.

I have read the **Financial Accountant** Position Description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with STARTTS' policies and procedures and can be required to work in any location under the jurisdiction of STARTTS.

I also agree to strictly observe STARTTS' policy on confidentiality of client information or such other sensitive or confidential information that I may come across in the course of my employment.

Employee Name: _____
Please print

Employee
Signature: _____ **Date:** _____

CHIEF EXECUTIVE OFFICER: Jorge Aroche

Signature: _____ **Date:** _____

Next position description review due: November 2020