

# POSITION DESCRIPTION



**Department:** Shared Services

**Position:** Accountant

**Position Classification Level:** Community Services Worker Level 5 (as per Northside Enterprise Agreement)

**Reports to:** Executive Director

## POSITION OBJECTIVE

Reporting to the Executive Director, this position is responsible for all areas of accounting. The role will work closely with the Assistant Accountant and Administration & Operations Assistants to ensure the timely and efficient delivery of Northside's financial function. This will involve the management of accounting systems, including payroll, month-end processes and reporting, preparation of annual financial audit, and preparing reports. In addition, this role will also provide accounting support and assistance to the leadership team.

## KEY RESPONSIBILITIES AND DUTIES

- Supervise and support the Administration & Operations Assistants and Assistant Accountants in their day-to-day roles and duties.
- Manage preparation and processing of payroll activities.
- Manage the month-end process, including preparing month-end journals and balance sheet reconciliations.
- Provide support and assistance for the year-end audit process.
- Assist with monthly financial reporting to internal stakeholders.
- Manage the financial obligations under the Home Care Package funding requirements.
- Manage and maintain the Grants register and contract documentation.
- Ensure the identification and mitigation of business risks, and ensure staff proactively implement and comply with WHS legislation, policies, and procedures.
- Undertake other relevant duties as directed, consistent with the employee's skill, competence, and training.

## ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

1. Demonstrated experience (minimum of 5 years) in accounting or related field.
2. Demonstrated experience (minimum of 3 years) in supervising employees.
3. Demonstrated experience in preparing month-end reconciliation and processing payroll.
4. Demonstrated possession of attention to detail and analytical skills to identify problems and develop practical solutions.
5. Demonstrated ability to multi-task and manage deadlines and priorities.
6. Clear, effective communication skills – both written and oral.
7. Demonstrated ability to work collaboratively as part of a team, or independently, build and maintain strong working relationships with a range of internal and external stakeholders.

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- 8. Strong numeracy computing skills and demonstrated working knowledge of accounting software, Microsoft Office suite and relational databases.

### **QUALIFICATIONS AND/OR TRAINING**

- A qualified Chartered Accounts (CA) or Chartered Practising Accountant (CPA) or
- Relevant tertiary qualification in accounting.

### **PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT**

- Prolonged periods of sitting at a desk and working on a computer.
- Occasional lifting, manual handling tasks (e.g. lifting/moving archive boxes).

### **GENERAL EMPLOYMENT INFORMATION**

Northside Community Service is a child-safe organisation. We actively promote the safety and wellbeing of children and all Northside staff are committed to protecting children from abuse or harm.

Northside Community Service is an Equal Opportunity Employer. We value diversity and are committed to workforce diversity and equal opportunity. We recognise that the provision of supportive, safe and harassment free workplace is essential to high performance and promote flexible work, diversity and safety.

All Northside staff and volunteers are required to:

- Act at all times in accordance with the Code of Conduct and all relevant policies and procedures
- Comply with the work health and safety policy & procedure
- Undertake a national police check prior to commencement and every 3 years thereafter
- Undertake screening for suitability to work with children, youth and vulnerable people
- Comply with the National Principles for Child Safe Organisations, the Reportable Conduct Scheme for the ACT and other relevant legislative requirements

### **SIGNATURE**

Employee signature below indicates the employee's understanding and acceptance of this position description.

Employee Name		Date	
Employee Signature			

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