



Staff position description

Accountant

Position overview

Position title	Accountant
Unit or program	Corporate Services
Position objective	Under the direction of the Corporate Services Manager coordinate the day to day transactional activities of the Finance department ensuring timely and accurate processing of transactions to inform decision making. The role is also responsible for proactively assisting with the administration and running of the corporate needs of VACRO in respect to its office, building, equipment and fleet.
Job classification	Social, Community, Home Care & Disability Services Industry Award 2010, Level 5 Pay point depending on qualifications and experience
Location	Level 1, 116 Hardware Street, Melbourne VIC 3000
Reports to	Corporate Services Manager
Direct reports	N/A

About VACRO

VACRO is a non-government, non-denominational organisation. It was founded in 1872 (as the Discharged Prisoners' Aid Society of Victoria) in the wake of the 1871 Royal Commission into Penal Establishments and Gaols which urged the establishment of a body to give assistance to discharged prisoners.

Vision	New beginnings, stronger communities.
Mission	To support new beginnings for clients of the correctional system and their families, and build safer and stronger communities.
Values	<ul style="list-style-type: none">• We show integrity in our relationship with each other, our clients and the broader community.• We display respect by supporting our clients to achieve positive outcomes and lead meaningful lives.• We work towards inclusion for all stakeholders in the development of our programs.• We are adaptable to the conditions and opportunities that arise in our daily lives.

Key contacts (internal)

Corporate Services Manager
Chief Executive Officer (CEO)
HR Manager
Managers and staff

Key contacts (external)

Corrections Victoria
External service providers
Suppliers
Clients

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Position details

Key result area	Task	Performance indicator
Finance Reports	<ul style="list-style-type: none"> • Provide monthly financial reports and analysis and guidance to Budget Managers in conjunction with the Corporate Services Manager. • Prepare the balance sheet with monthly movement analysis. • Manage the month end processes for the preparation of the management accounts and balance sheet. • Assist with the preparation of the annual budget, mid-year budget reforecast and budget forecasting. • Load budgets into the FMIS. • Prepare the annual audit file, and initial statutory accounts for the Corporate Services Manager. • Identify issues within programs and inform the Corporate Services Manager to ensure timely management of issues related to under or over budget variances. 	<ul style="list-style-type: none"> • Close of month end no later than 7 business days after month end. • Related paperwork filed. • Accuracy of financial reporting. • Analysis and reports to Corporate Services Manager and Managers in 10 working days. • Maintain financial records in accordance with legislation, Australian accounting standards, relevant policies, procedures and guidelines, and tax legislation.
Accounts Receivable	<ul style="list-style-type: none"> • Day to day processing of accounts receivable, accounts receivable credit notes, receipt of EFT and cheque payments. • Contribute to the maintenance of the contracts register. • Debtor invoices prepared and sent in accordance with contract obligations and debtor invoice requests. • Debt collection. 	<ul style="list-style-type: none"> • Minimum 98% accuracy of processing and recording of transactions. • Debtor invoices processed within deadlines and /or contract milestones. • Contract register maintained as current. • Debtor invoices sent in month due. • Debtors remain < 90 days unpaid.
Accounts Payable	<ul style="list-style-type: none"> • Day to day processing of accounts payable, accounts payable credit notes, EFT, BPay and cheque payments. 	<ul style="list-style-type: none"> • Minimum 98% accuracy of processing and recording of transactions.

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	<ul style="list-style-type: none"> • Day to day processing of all credit card transactions. • Distribution and use of credit cards. • Contribute to the maintenance of the contracts register. 	<ul style="list-style-type: none"> • Creditor invoices processed within agreed deadlines and /or contract milestones. • Contract register maintained as current. • Staff are supported to follow appropriate credit card use.
Cash flow management and bank reconciliation	<ul style="list-style-type: none"> • Complete monthly bank reconciliation. • Ensure adequate funds to pay bills and payroll. • Transfer excess funds as per the Investment Policy. • Prepare monthly cash flow report. • Organise required opening and closure of bank accounts and credit cards. • Timely transfer of funds from Paypal. 	<ul style="list-style-type: none"> • Monthly bank reconciliation completed and filed within two days of the end of the month. • 98% accuracy of monthly cash flow transactions. • Open and close credit card accounts as staff changes occur. • Paypal account cleared bi-monthly and by year end.
Payroll	<ul style="list-style-type: none"> • Preparation of payroll, superannuation and salary packaging payments. • Prepare annual WorkCover premium calculation and review for accuracy throughout the year. • Update Worksites with WorkCover as required. • Undertake payroll reconciliations and PAYG payments. 	<ul style="list-style-type: none"> • Payroll is prepared by Friday following the end of fortnight as required. • Payroll reconciliations, PAYG and superannuation is paid monthly within legislated timeframes as required. • WorkCover Premium is calculated by due date annually. • Amendments are provided to WorkCover on a timely basis.
Fixed assets	<ul style="list-style-type: none"> • Maintain the fixed assets register. • Label assets and ensure accurate addition and disposal of assets. • Assist Corporate Services Manager with the annual stocktake. • Perform Fixed Asset end of month journals. 	<ul style="list-style-type: none"> • All assets are labelled prior to assigning or within month of purchase. • Asset additions and disposal transactions performed monthly. • Depreciation journal is run each month with a minimum of 98% accuracy • Key register is accurate and current. No assets lost. No keys lost

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	<ul style="list-style-type: none"> • Maintain key register. 	
Reporting and compliance	<ul style="list-style-type: none"> • Ensure transactions comply with the delegations manual. • Work with Corporate Services Manager to ensure legislative compliance with Australian Accounting Standards, Corporations Act, ACNC, FBT, GST, Superannuation and WorkCover. • Assist in reviewing and developing finance, IT and administration policies and procedures. • Prepare finance and other administrative forms to ensure compliance with policies and procedures. • Comply and assist with maintaining the Finance Manual and work instructions. • Assist the Corporate Services Manager with reports and information. • Maintain the integrity of the FMIS database/s. • Prepare tenders and acquittal reports for review by the Corporate Services Manager. 	<ul style="list-style-type: none"> • Adherence to delegations manual, and policies and procedures. • Compliance with legislative requirements. • BAS deadline achieved every quarter. • Contributions to finance and IT policies and procedures, forms, manuals and work instructions are made. • Adherence to tender and acquittal calculation deadlines. • Creation and maintenance of reports. • Bi-yearly data cleansing
Administration	<ul style="list-style-type: none"> • Manage the organisations insurance program including the annual renewal and any claims management. • Manage the body corporate requirements of Level 1/116 Hardware St. • Assist in managing the outsourced IT contract and telephone contract. • Contribute to the management of the leased vehicle fleet. • Contribute to maintaining the quality framework. 	<ul style="list-style-type: none"> • Insurable risks have appropriate levels of cover and policies are maintained. • High level of staff satisfaction with the outsourced IT services. • Building at 1/116 Hardware St is maintained. • Administration and support services operate efficiently and effectively.

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| | <ul style="list-style-type: none">• Contribute to the day to day operations of the office including reception and general administration tasks. | |
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Expectations of all VACRO staff

- Uphold VACRO's Vision, Mission, Values and Code of Conduct.
- Comply with legislative requirements relating to this position, including taking all reasonable care of your own safety and that of others in the workplace; contributing to the improvement of health and safety within the workplace; and complying with VACRO procedures and practices which support occupational health and safety.
- Provide safe and quality services as a priority, for which you are responsible, accountable and supported by Board and management.
- Operate within VACRO's formal delegations framework and in accordance with its policies and procedures.
- Participate in continuous quality improvement (CQI) activities, including identifying opportunities and making improvements to systems, processes and programs.
- Participate in VACRO meetings, regular supervision and professional development.
- Represent and enhance VACRO's profile at stakeholder and network meetings, as designated by your Manager.
- Demonstrate commitment to social justice outcomes and help protect the rights of people impacted by the criminal justice system, and their families.

Key capabilities

Knowledge

- Tertiary accounting qualification and highly desirable with CPA/CA or progress towards.
- Sound knowledge of accounting standards, tax (GST, PAYG, FBT) and superannuation legislation.

Experience

- A minimum of 2 years' experience in processing accounting transactions including payroll, accounts payable, accounts receivable, fixed assets, journals and reconciliations.
- Experience preparing BAS and FBT returns.
- A good understanding of and experience in maintaining information technology systems.

Skills

- Strong working knowledge of MYOB and/or Xero. Experience with Calxa and/or Fathom would be desirable.
- Proficient in the Microsoft Office Suite; Excel, Word, Outlook and Powerpoint. Experience with Power Query and Power Pivot desirable.
- Strong organisational, administration and record maintenance skills.
- Well-developed interpersonal and communications skills.

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Behaviours and personal attributes

- Strong analytical skills.
- Attention to detail.
- Ability to prioritise, plan and meet tight timelines.
- Self-motivated and able to work independently to carry out tasks to completion with minimal supervision.
- Maintains a secure work environment with a high level of confidentiality.
- Willing to undertake a range of responsibilities including finance, IT and administrative tasks.

Mandatory requirements

- Verification of personal identity, employment history and qualifications.
- Satisfactory National Police Check.

Incumbent declaration

I have read this Position Description and agree to undertake the duties and responsibilities listed above. I acknowledge that:

- The Position Description is an indication of the duties and responsibilities that I am required to undertake. Additional or other duties and responsibilities may be allocated to me, in discussion with my Manager.
- Where training and support are required to fulfil these duties, or additional or other duties at a similar level of responsibility, these will be provided within the guidelines of the organisation.
- The Position Description will be reviewed regularly in consultation with me.
- The Performance Indicators, where included in this document, are indicative. Performance Indicators will be set by my immediate supervisor in discussion with me, for each year (or another period) and my performance reviewed against those Performance Indicators.

Name of Position incumbent

Date

Signature