

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Accountant</b>
<b>Grading:</b>	Manager Level 2 Low
<b>Status:</b>	Full time
<b>Location:</b>	Newington
<b>Responsible to:</b>	Director Finance
<b>Responsible for:</b>	Nil

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### Our Organisation

*Family Planning Australia is the leading provider of reproductive and sexual health services in NSW. As an independent not-for-profit organisation we offer expert clinical care, information and advice for everybody in every family as well as education and training and evidence-based research to support doctors, nurses and other professionals.*

*Family Planning Australia is committed to excellence in meeting the reproductive and sexual health needs of the community. We achieve this by providing best practice, accredited clinical services, enhancing the knowledge and skills of service providers, improving the body of knowledge about reproductive and sexual health through rigorous research and evaluation, and leading international development projects to promote the rights of marginalised people in developing countries.*

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### Position Overview

Reporting to **Director of Finance**, the **Accountant** will provide support and assistance to the Director of Finance, including support to the wider finance team to ensure the timely and accurate preparation of monthly financial reports and adherence to the underlying financial processes.

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### Selection Criteria

#### **Essential**

- Tertiary qualifications in accounting, financial management or a business-related field
- 2-5 Year accounting experience
- Proven ability to produce accurate financial reports including data input, general ledger reconciliations and financial report preparation
- Advanced skills in Microsoft Excel and Word
- Demonstrated experience in use of accounting software packages and its integration with other software
- Strong technical skills to maximise the potential of accounting software
- Demonstrated experience in building and maintaining relationships with stakeholders
- Demonstrated experience and flexibility in meeting deadlines
- Outstanding attention to detail

#### **Desirable**

- Knowledge of MYOB Greentree
- Currently working towards professional membership with either CPA Australia (CPA) or the Institute of Chartered Accountants in Australia (CA)
- Knowledge of accounting for international projects in accordance with ACFID requirements

#### **Other requirements**

- A Criminal Record Check and/or Working with Children Check is/are required prior to commencement in this role

### **Values**

Family Planning Australia is a pro-choice organisation

- Staff are expected to fully support an individual's right to choose regarding their pregnancy, whether that be parenting, adoption/foster care or abortion
- As an abortion service provider, all FPA staff are expected to actively participate in the provision of abortion services within the full scope of the role they are appointed to
- For this role, that means that FPA Finance provides support to abortion service provisions, including medical and surgical abortion

Must support the Family Planning Australia values:

- Human rights focus - promoting the rights of all people to reproductive and sexual health
- Integrity - maintaining a strong ethical base, being accountable and transparent
- Inclusiveness - valuing and respecting diversity without judgement
- Equity of access - ensuring access to our services for all including priority populations
- Client centred - placing the needs of the whole person at the centre of our work
- Commitment to excellence - ensuring high standards in all our work
- A just culture – a balanced accountability for both individuals and the organisation

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### **Key Responsibilities**

- Provide technical support and provide support to Director Finance, Payroll Officer and Accounts Clerks as required
- Assist the Director Finance with daily cash investment management
- Preparation and input of monthly accounting journals
- Ensure the accuracy of data transfer from other software to the accounting software
- Preparation of general ledger reconciliations
- Maintenance of the fixed asset register
- Preparation of project budgets as required
- Preparation, development & distribution of monthly and ad hoc financial reports utilising the accounting and payroll software
- Assist the Payroll Officer with payroll processing as necessary
- Undertake payroll processing during payroll officers leave periods

### **Quarter End**

- BAS statement preparation and reconciliation

### **Year End**

- Assistance with year-end and interim financial audits
- Assistance in preparing the year-end statutory financial statements
- Preparation of the year-end FBT return
- Preparation of Workers Compensation returns
- Assistance in preparation of annual budget

### **Other Duties**

- Assist the Director of Finance to ensure the Finance Department is meeting its deadlines and targets
- Any other duties within the scope of the role as directed by the Director of Finance or delegate

### ***Company Advocacy***

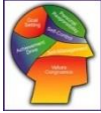



You will:

- Promote an environment of ethical and honest practices, customer satisfaction and caring, financial responsibility, community and social commitment
- Act as an advocate for Family Planning Australia in all dealings with clients and staff and present a professional image of Family Planning Australia in all dealings with the public including appropriate dress standards, helpfulness and friendliness
- Create a balanced team environment with a focus on continuous improvements, best practice and member/client focus

### ***Work health and safety***

- All employees are responsible to ensure they work in a manner which minimises the risk of injury to themselves, other workers, clients and visitors
- Managers are responsible for ensuring that safe work practices are in place and all employees abide by safety instructions
- Any potential risk should be reported to the employee's manager immediately for investigation and remedy
- Any breaches of safety procedures must be reported through the incident management procedures and any employee found breaching safety requirements will be subject to disciplinary action which may include termination of employment

## Family Planning NSW Capability Framework

Capability Group	Capability Name	Level Descriptor
<b>Personal Attributes</b> 	<b>Display Resilience and Courage</b> Be open and honest, prepared to express your views, and willing to accept and commit to change	Advanced
	<b>Act with Integrity</b> Be ethical and professional, and adhere to the Family Planning NSW values	Advanced
	<b>Manage Self</b> Show drive and motivation, a measured approach and a commitment to learning	Advanced
	<b>Value Diversity</b> Show respect for diverse backgrounds, experiences and perspectives	Advanced
	<b>Relationships</b> 	<b>Communicate Effectively</b> Communicate clearly, actively listen to others and respond with respect
<b>Results</b> 	<b>Commit to Customer Service</b> Provide customer centric services in line with organisational objectives	Advanced
	<b>Work Collaboratively</b> Collaborate with others and value their contribution	Advanced
	<b>Influence and Negotiate</b> Gain consensus and commitment from others and resolve issues and conflicts	Adept
	<b>Deliver Results</b> Achieve results through efficient use of resources and a commitment to quality outcomes	Advanced
	<b>Plan and Prioritise</b> Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
<b>Business Enablers</b> 	<b>Think and Solve Problems</b> Think, analyse and consider the broader context to develop practical solutions	Advanced
	<b>Demonstrate Accountability</b> Be responsible for own actions, adhere to legislation and policy and be proactive to address risk	Advanced
	<b>Finance</b> Understand and apply financial processes to achieve value for money and minimise financial risk	Advanced
	<b>Technology</b> Understand and use available technologies to maximise efficiencies and effectiveness	Advanced
	<b>Procurement and Contract Management</b> Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept
<b>Project Management</b> Understand and apply effective planning, coordination and control methods	Adept	

### Verification

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

#### Position holder:

Name: Julia Li

Signature:

Date:

#### Supervisor:

Name:

Signature:

Date: