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# Position Description

## *Senior Accountant*

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### **Context**

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#### THE AGENCY

##### **ADEC**

ADEC is a state-wide Victorian organisation assisting people with disability, their families and carers from diverse cultural backgrounds. ADEC's philosophy is empowerment of people with disability and their full inclusion in the broader society. Equality is the over-riding principle, bridging is the method and advocacy is the tool to achieve a common goal.

##### **Vision**

*Our Vision is for ADEC to be recognised as a leading provider of disability and aged care services in Victoria.*

##### **Mission**

*The Mission of ADEC is to provide equal access to high quality disability and aged care services for all members of the Victorian Community.*

#### FINANCE DEPARTMENT

The Finance Department is responsible for planning and managing the finance processes and procedures that ensure a stable and sustainable financial base on which ADEC may conduct its operations.

The Finance Department manages accounting and finance procedures for participants in the Aged Care and NDIS Support programs, a program of asset tracking across ADEC, internal financial audit, and ADEC staff payroll.

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### **Position**

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#### ROLE

The Senior Accountant implements ADEC financial systems and processes and is accountable for the achievement of established organisational financial planning objectives. The Senior Accountant provides assistance in areas of financial reporting, accounting practices and payroll administration while ensuring all financial practices reflect the policies and procedures of the organisation and legislative standards.

#### DUTIES

##### **Accounting Management**

Maintain internal controls and report on ADEC financial position the appropriate reports.

Manage and maintain the asset register.

Reconcile all balance sheet accounts including bank accounts regularly.

Ensure that program and cost centre income and expenditure are monitored monthly against budget forecasts and allocations.

Manage the accounts payable and receivable processes, and weekly/fortnightly payroll.

Ensure the successful completion of monthly and annual accounts.

Ensure the finance department meets all legislative obligations.

Provide ongoing feedback to the Chief Finance Officer (CFO) in relation to the financial status of ADEC.

##### **Financial Management**

Assist and coordinate the annual budgeting and planning process with CFO.

Assist annual auditing process and contribute to ADEC responses to auditors.

Assist maintenance of cash flow forecast.

Provide administrative assistance with ADEC bank accounts and credit cards.

Assist in developing and providing appropriate reporting to the Management Team.

**Team Management**

Provide relevant support and training to junior finance team members.

Ensure Finance team's objectives are achieved in a timely manner to the standards required.

Assist in identifying and developing policies and procedures in line with organisation's mission and values.

**Risk and Safety**

Bring to the attention of the CFO any activity that has the potential to damage the reputation of ADEC, and/or lead to legal issues.

Perform duties in accordance with relevant legislation, and ADEC policies and procedures.

Demonstrate commitment to safety and ensure all safety practices are always adhered to.

Immediately report and act on any accidents and hazards.

**Other Duties**

Undertake other duties within the employee's skills and experience as directed by the CFO and Executive Director (ED).

**RESPONSIBILITIES**

Provide financial analysis and reports to CFO and ED as required.

In collaboration with the CFO, explore business and income generating possibilities to ensure the future viability and sustainability of ADEC.

Coordinate Finance Department inputs to ADEC Quality auditing processes.

Manage internal and external stakeholder relationships.

**KEY PERFORMANCE INDICATORS**

The Senior Accountant's performance will be measured against the following criteria:

- Positive report from external financial audit.
- Delivery of agreed financial reports and other deliverables in an accurate and timely manner.
- Being able to assist with financial and non-financial queries when requested by the CFO and ED.
- Compliance with legislated requirements of accounting standards and practices.

**KEY SELECTION CRITERIA**

**Essential**

CPA qualified.

Tertiary qualifications in accounting.

Minimum 5 years' experience in a senior finance role.

Knowledge of contemporary accounting practices.

Qualifications or a demonstrated knowledge and experience in auditing, and risk identification and mitigation.

**Desirable**

Experience working with Xero.

Knowledge of finance procedures for NDIS and My Aged Care participants.

Excellent written and verbal communication skills and demonstrated ability to prepare reports and submissions.

Experience of working in NFP organisations.

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## **Employment Terms and Conditions**

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### AWARD AND CLASSIFICATION

All ADEC employees are employed under the terms, conditions and entitlements of the Modern Award – Social, Community, Home Care and Disability Services Industry Award 2010 (the Award); and the National Employment Standards (NES).

The classification for this position is Level 5. The terms of employment for any new employee appointed to this position will be stated in a formal Employment Contract.

### ADEC EMPLOYMENT REQUIREMENTS

All ADEC employees:

- Are required to sign an Employment Contract.
- Are required to sign a Code of Conduct and a Statutory Declaration.
- Are required to declare any pre-existing medical conditions or injuries that might bear on their ability to perform their role.
- May be required to undergo a pre-employment medical check.
- Must be prepared to work in outlying ADEC sites as required by their program manager or coordinator.
- Must undertake a satisfactory NDIS Worker Screening Check, and have (or be able to obtain) a Working with Children Card.
- Are subject to a dress code, which is smart casual or to the appropriate professional standard.
- Will be expected to display official ADEC photo identification while working or on ADEC business.