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# Position Description

## *Accounts Officer*

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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 Accounts Officer is responsible for supporting the maintenance of ADEC's key accounting records and ledgers, and recording and posting transactions.

#### DUTIES

Record transactions for income and outgoings, and post them to relevant accounts within the Xero Accounting System.

Process payments promptly and maintain the aged accounts receivable trial balance.

Conduct routine banking activities and complete ADEC credit and debit card reconciliations.

Reconcile General Ledger accounts.

Reconcile reports to third-party records.

Ensure that all required insurances and registrations are kept up-to-date.

Prepare financial data monthly for the production of cash flow, variances, profit & loss, and balance sheet.

Prepare statements of accounts and transaction records for the annual financial audit and respond to audit reports.

Monitor the Accounts Section email (accounts@adec.org.au).

Other duties as directed by the Finance Manager.

#### RESPONSIBILITIES

Provide authoritative and relevant advice to the Finance Manager.

Liaise with external and internal stakeholders and improve processes as required.

#### KEY PERFORMANCE INDICATORS

The Accounts Officer's performance will be measured against the following criteria:

- Positive report from external financial audit.

- Quality of support to the Finance Manager.
- Compliance with legislated requirements of accounting standards and practices.

#### KEY SELECTION CRITERIA

##### **Essential**

Relevant qualification and experience in accounting or other equivalent business discipline.

Demonstrated application at a high standard of technical accounting skills.

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

Demonstrated capacity to effectively communicate, promote and uphold financial administration initiatives and values, including discretion and confidentiality.

Ability to contribute towards the development and implementation of financial administration programs and initiatives to meet the needs of the organisation.

##### **Desirable**

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

Hold a valid and current licence to drive a motor vehicle, issued by the appropriate authority in the jurisdiction in which the holder will drive, and appropriate to the type of vehicle to be driven.

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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 3. 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.