

Position Description

Position Title:	Senior Accountant
Level:	Non-award
Location:	Gold Coast
Employer:	Bravehearts
Reports to:	CFO

Our Vision

A world where people, communities and systems all work together to protect children from sexual abuse.

Our Mission

To provide a coordinated and holistic approach to the prevention and treatment of child sexual abuse.

Our Values

Integrity: We act with integrity, demonstrate accountability, honesty, and at all times, behave ethically.

Respect: We behave and communicate with inclusivity, mindfulness, and professionalism whilst continually embracing diversity.

Energy: We unreservedly apply ourselves using all efforts, power and abilities towards protecting children from child sexual abuse.

Empathy: We acknowledge the bravery of survivors and those that support them. Without fear or favour, we seek to ensure that children have a childhood free from sexual harm.

Bravery: We seek to genuinely understand other people's experiences, culture and perspectives. In turn, we support individuals and communities in a manner that is meaningful to them.

Position Purpose

Reporting to the CFO, the role of Senior Accountant is to be the finance lead for department leaders for funding, reporting, acquittals, forecasting and budgets.

The Senior Accountant is responsible for the supervision of two staff inclusive of the Accounts Receivable and Payroll Officer and the Accounts Payable and Payroll Assistant.

Primary Duties & Responsibilities

The role will have responsibility in the following areas:

Grant Acquittals

- Create and maintain budgets.
- Review expenditure monthly to ensure no over/under spends.
- Provide assistance to Department heads on maintaining funded lines budgets including speaking with grant bodies.

Insurance and Compliance

- Support Office Coordinator with the Coordination of leases.
- Manage all Insurances.
- Ensure ACNC is up to date.

Vehicles

- Support purchase and leasing of company vehicles.
- FBT – complete vehicle register & prepare FBT lodgement with Nexia.

End of Month

- Support the CFO with business-as-usual requirements.
- Maintain the fixed asset register and depreciation.
- Reconcile Investment portfolio.
- Reconcile prepayments.
- Reconcile deferred income – CEF and Education.

- Reconcile Right of use Assets.
- Prepare, record, and maintain accounting records.
- End of month processes including journal adjustments, accruals & prepayments.
- Assist with annual Budget & ad hoc budgeting & forecasting.
- Assist with pre-Audit & Audit tasks.
- Assist with end of month P&L reporting, board reporting & ad hoc reporting.
- Assist Accounts receivable & accounts payable where required.

Payroll

- Review of Superannuation, Qleave and PAYG batch payments.
- Assist with reconciling wages for ATO reporting, superannuation compliance, portable LSL, and work cover declarations.

Other

- Maintain Finance procedure manual.
- Maintain Calxa reports for all department heads and CFO.
- Manage Chart of Accounts.
- Manage Domain and Trademark renewals.
- Completion of Qtrly BAS/monthly IAS reporting.
- Support CFO with improving reporting.
- Assist CFO with adhoc analysis.
- Manage the team to meet department objectives and provide coaching for individual development.

Personal Specifications

Qualifications/Experience:

- Degree in Accounting or Commerce.
- Qualified CPA or CA, preferred or working towards.
- Strong knowledge in all aspects of financial accounting principles and financial regulations.
- Background in payroll preferred.
- Previous experience in completing monthly accounts and annual audits.
- Experience working with MYOB.
- Must have or be willing to apply for a Working with Children Check (Blue Card) and National Police Certificate.
- Candidates must possess a driver's licence.
- Experience leading a small team.

Personal Qualities:

- Respect for privacy and confidentiality.
- Adaptable and flexible.
- The capacity to work enthusiastically within the parameters of Bravehearts mission, vision and values (Integrity, Respect, Energy, Empathy and Bravery).
- Principles of social justice will underpin the appointee's practice.

Skills and Abilities:

- Strong written and verbal communication.
- Excellent analytical and problem-solving skills.
- Ability to work well within a team environment.
- Exceptional organisational and time management skill.
- Proficiency in accounting software and Microsoft office suite.

I, _____ acknowledge that I have no past or pending convictions or allegations in relation to harming a child or acting inappropriately toward them nor have I ever deliberately harmed a child or acted inappropriately toward them. I will immediately inform my manager of any charges of child sexual abuse or interpersonal violence.

I have read, agree and understand my position description. I understand that any inappropriate behaviour towards children on my part may lead to me being stood down from my position, and any prosecution of child sexual abuse, or violence towards person, whether at work or not, may lead to immediate termination of employment. I declare that there is no medical or other condition which would stop me from undertaking the duties listed.

Signed: _____

Date: _____