

Position Description

Position Title:	Accountant
Level:	Non-award/ Part-time
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 Accountant is to partner with the organisation for funding, reporting, acquittals, forecasting and budgets.

Primary Duties & Responsibilities

The role will have responsibility in the following areas:

Grant Acquittals

- Create and maintain budgets.
- Forecasting of quarterly/year end position for TSS grant funding.
- Review expenditure monthly to ensure no over/under spends.
- Aid Department heads on maintaining funded line budgets including speaking with grant bodies.

End of Month

- Support the CFO with business-as-usual requirements.
- Maintain the fixed asset register and depreciation.
- Reconcile Right of use Assets.
- Reconcile Prepayments.
- Reconcile Deferred Income – TSS, CEF and Education.
- Reconcile Investment Portfolio.
- Reconcile BBX and Bartercard provisions.
- Reconcile building and IT recoveries.
- 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.

Other

- Maintain Finance procedure manual.

Personal Specifications

Qualifications/Experience:

- Degree in Accounting or Commerce.
- Strong knowledge in all aspects of financial accounting principles and financial regulations.
- 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.

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 assault 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 assault, 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: _____