

## Position Description

<b>Position Title:</b>	Senior Accountant
<b>Level:</b>	Non-award/ Full-time
<b>Location:</b>	Gold Coast
<b>Employer:</b>	Bravehearts
<b>Reports to:</b>	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 directly to the CFO, the Senior Accountant plays a pivotal role as the finance lead for department leaders, providing expertise and support in areas such as funding, financial reporting, acquittals, forecasting, and budget management. This role involves close collaboration with various departments to ensure accurate financial oversight and alignment with organizational goals.

In addition, the Senior Accountant is responsible for supervising a team of two staff members, including the Accounts Receivable and Payroll Officer, as well as the Accounts Payable Officer, ensuring efficient processes and maintaining high standards of accuracy and compliance across all financial functions.

### Primary Duties & Responsibilities

The role will have responsibility in the following areas:

#### Grant Acquittals (excluding Therapeutic Services)

- Develop, implement, and continuously monitor budgets, ensuring alignment with organisational goals and financial objectives
- Conduct a monthly review of expenditures to ensure alignment with budget expectations, identifying and addressing any instances of overspending or underspending
- Assist Department heads with maintaining funded line budgets including speaking with grant bodies.
- Prepare and complete acquittals as needed, ensuring compliance with relevant guidelines and accuracy in documentation.

#### Accounts Payable

- Reviews weekly payment batch for tax compliance and appropriate approvals,
- Reviews all monthly listing of debit and credit cards to be submitted to Managers in accordance with DOA

### **Insurance**

- Oversee the management of all insurance policies, ensuring adequate coverage for the organisation's assets. This includes coordinating with insurance providers, handling claims, and ensuring timely resolution of any issues.

### **Compliance**

- Ensure payroll processed in accordance with relevant laws and awards (with the assistance of People & Culture team).
- Calculation of ATO lodgements, including BAS calculations, PAYG, and any other state government related assessments.
- Prepare FBT return lodgement with assistance from external tax accountant.

### **Payroll**

- Review fortnightly payroll (support for payroll processing).
- Manage Portable LSL process, including payments and reimbursements.
- Import payroll journals into general ledger and ensure accurate allocation of wages.
- Calculate and reconcile all payroll liabilities, including PAYG and Superannuation.
- Annual reconciliation of wages and superannuation.

### **End of Month**

- Support the CFO with business-as-usual requirements.
- Prepare, record, and maintain accounting records.
- Support End of month processes including balance sheet reconciliations for payroll related items, including leave provisions, Work Cover, and Portable LSL.
- Support Accountant with Month end process, when required (guidance).
- Review Month-end reconciliations completed by Accountant.
- Assist with end of month P&L reporting, board reporting & ad hoc reporting.
- Assist Accounts receivable & accounts payable where required.

### **People Leadership & Development**

- Lead, mentor and develop two direct reports
- Hold weekly 1:1's to provide tailored feedback, foster open communication, and offer guidance that empower the team to grow and excel.
- Foster a supportive and inclusive team environment where employees feel valued and motivated.
- Encourage a team culture of accountability, collaboration and continuous learning
- Lead and guide the team to successfully achieve departmental goals and objectives

### **Other**

- Provide support in the preparation and analysis of departments annual budget
- Assist with ad hoc budgeting and forecasting activities. This includes collaborating with various departments to ensure accuracy, identifying key financial trends, and offering insights to inform strategic decision-making
- Support department heads in monitoring and tracking budget performance for both funded and unfunded business units, including identifying any variances Contribute to pre-audit preparations and assist during the audit process to ensure accurate documentation and compliance with regulatory standards Oversee and update the Finance procedure manual, ensuring it reflects current practices, policies, and regulatory requirement

### **Personal Specifications**

#### **Qualifications/Experience:**

- Degree in Accounting or Commerce.
- Qualified CPA or CA, preferred.
- Strong knowledge in all aspects of payroll, financial accounting principles and financial regulations.
- Sound technical knowledge of accounting standards and financial reporting.
- Experience working with MYOB, ERP systems and financial reporting tools.
- Advanced excel skills and proficiency in financial analysis
- Previous experience in completing monthly accounts and annual audits.
- Must have or be willing to apply for a Working with Children Check (Blue Card) and National Criminal History Check

- Demonstrated experience in developing and inspiring high performing teams

**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:**

- Excellent interpersonal and communication skills, both written and verbal.
- Ability to build trusting relationships across all levels of the organisation.
- Capable of simplifying complete financial information for non-financial stakeholders.
- Excellent analytical and problem-solving skills.
- Proactive, solutions-oriented approach to challenges.
- Proven ability to prioritize tasks effectively, consistently meet deadlines, and to be able to adapt to shifting priorities
- High level of attention to detail
- 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: \_\_\_\_\_