Form HR04-014 Position Description

City Mission

Position	Financial Accountant	
Key Requirements (Qualifications, Skills, Knowledge and Experience)	**Essential Qualifications/Experience:** • CA or CPA qualified with a proven track record of delivering a full accounting service for a small to medium multi-faceted organisation. • Experience in dealing with tax and payroll system compliance requirements and internal controls. • Demonstrated analytical and problem-solving skills. • A sound knowledge of accounting general ledger systems (preferably MYOB or similar). • The clear ability to manage finance and accounting services for separate business units and different locations. • The ability to handle pressure and manage multiple deadlines. • The ability to maintain positive professional relationships with clients and stakeholders. • National Police Check is required for all roles at LCM. **Desirable Qualifications/Experience:** • Experience or demonstrated capacity to work in an organisation adopting a Christian ethos. • High level knowledge of Microsoft Excel. • Previous experience within a not for profit and/or community services background. • Demonstrated ability to work unsupervised. • Positive history of following organisational Policy & Procedures.	
Summary of Role (inc. Role Purpose)	Primarily the Financial Accountant will be responsible for the efficient and accurate preparation of monthly accounts, financial reporting and acquittal of grant funding, processing of an efficient and accurate payroll service and continually seeking to improve the purchasing outcomes and operation of internal controls within the organisation. The Financial Accountant will also assist the Finance Manager, and the GM Corporate Services in the preparation and monitoring of budgets, government funding contracts and any other contractual or compliance requirements.	
	Key Responsibilities	**Key Performance Indicators** (observable and measurable)
Accounting	• Prepare internal month end reports. • Conduct balance sheet reconciliations and cash flow reporting. • Oversee and assist with the issuing of invoices at month end and manage debtors ledger. • Oversee and assist with the preparation and processing of payroll on a fortnightly basis. • Ensure all employees paid in accordance with timesheets and employment agreements and relevant awards. • Manage City Mission insurances.	• General ledger fully reconciled each month and monthly accounts versus budget provided to management. • End of month invoices are issued in a timely manner. • Trade debtors are monitored within terms. • Monthly management and Board reports completed on time and distributed as required. • Payroll processed efficiently and accurately each fortnight with employees paid at correct salary rates in accordance with timesheet recorded times.

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	• Oversee energy management process across all operational areas. • Manage liaising with bank re EFTPOS terminals and corporate credit cards. • Detailed oversight of weekly creditor payments. • Oversee and assist with FBT, GST, superannuation and Tax compliance. • Assist Finance Manager with Forecasting, Budget and strategic planning processes. • Assist Finance Manager in preparing for external and internal audits. • Contribute to improvements in system and processes. • Assist with the research, preparation, and acquittal of grant applications in consultation with Service Area Managers and Fundraising staff as requested by the Finance Manager. • Other financial processes and reconciliations as requested by the Finance Manager.	• Demonstrated knowledge of relevant modern awards for our services. • Ensure City Mission has appropriate insurances and claims are managed efficiently. • Energy usage is monitored and energy saving initiatives are implemented. • EFTPOS machines are available in locations as required. • Creditors payments are accurate and are paid within term. • All compliance returns lodged accurately on time. • Purchasing agreements and service contracts in place for all goods & services procured. • Support for Government Grant applications, and reporting related to funding is provided in an accurate and timely manner. • Demonstrated cooperation in the completion of additional financial tasks.
Administration	• Comply with the various policies & procedures in relation to administration and finance services. • Assist with the development of policies and procedures and a finance and accounting manual. • Prepare financial reports by the reporting cut off day each month. • Participate in the implementation of the "strategic plan" and attainment of key goals for finance. • Undertake special projects to improve efficiency as directed by the Manager Finance.	• Finances are administered in accordance with approved budgets and policy. • Monthly reports completed on time and distributed to the various services. • Up to date policies, procedures and manual for administration and finance. • Agreed financial KPIs and ratios are calculated accurately in reports with explanations for variances. • Cost savings in administration purchasing and service contracts are achieved. • Special projects are completed as requested.
WHS	• Operate with a Duty of Care for self, colleagues and clients. • Operate within the organisation's WHS policy and guidelines.	• WHS policy and guidelines are followed. • Minimal incidents occur.

LAUNCESTON CITY MISSION VALUES

Faith	We have confidence that ethical actions will bring good results
Justice	We take personal responsibility to uphold what is pure, right and true
Compassion	We invest whatever is necessary to heal the hurts of others
Flexibility	We are attentive and responsive to the changing needs in our community
Enthusiasm	We work with passion and commitment to achieve our goals