

<b>Position Title</b>	Accountant
<b>Team</b>	Business Services Team
<b>Work location</b>	Level 8, 255 Bourke St, Melbourne
<b>Employment type</b>	Maternity Leave 12-month Contract Part-time. 60.8 hours per fortnight (0.8 FTE) September 2019-September 2020
<b>Classification</b>	Level 3 Classification, WHV Enterprise Agreement 2018
<b>Position reports to</b>	Business Manager
<b>Date Approved</b>	August 2019

## 1. ORGANISATIONAL ENVIRONMENT

Women's Health Victoria (WHV) is a state-wide women's health promotion, advocacy and support service with a proud history of over 25 years. We are an independent, feminist, not-for-profit organisation.

We advocate and build system capacity for a gendered approach to health that reduces inequalities and improves health outcomes for women.

We collaborate with women, health professionals, researchers, policy makers, service providers and community organisations.

Our health promotion, information and support programs work with and for women, to identify and respond to service gaps and health inequalities in innovative ways.

Our board members, staff and volunteers work to a values-based code of conduct, which sets expectations about our leadership and integrity; our belief in empowerment of others; our belief in equality of opportunities and rights; our feminist commitment to women's equality and to challenging gender norms, practices and structures.

## 2. POSITION OBJECTIVES:

2.1 The purpose of the Accountant role is to support the organisation to meet its financial obligations. The role is diverse and covers multiple facets of the finance function.

2.2 Manage/Coordinate a range of financial functions to support the effective financial management of Women's Health Victoria and it's legislative and reporting requirements.

- Coordinate efficient and effective financial services as outlined below;
- Undertake a review of Financial System Requirements, and if required implement a new system or enhance the existing system (WHV currently uses MYOB) and processes;
- Update and implement financial policies and procedures as required due to legislative change or other requirements
- Identify and manage risks related to financial services

2.3 Contribute to the development of the Business Services Support Team including:

- Working together to achieve team objectives
- Sharing responsibility for the work, skills sharing and development
- Working in an environment that requires flexibility and changing demands

### **3. KEY RESPONSIBILITIES**

#### **3.1 Accounts Payable/Accounts Receivable**

- 3.1.1 Process and payment of accounts payable and allocation of payments
- 3.1.2 Process credit card transactions
- 3.1.3 Process monthly on-costs
- 3.1.4 Process sales invoices and donations
- 3.1.5 Process of petty cash

#### **3.2 Payroll**

- 3.2.1 Coordinate the process of fortnightly payroll ensuring accurate and timely delivery of pay to WHV staff.
- 3.2.2 Check timesheets and adjust relevant to the Enterprise Agreement and process payroll fortnightly including processing of salary packaging, superannuation payments etc
- 3.2.3 Respond to staff on pay queries and assist in resolving them.
- 3.2.4 Capture employment records data from the Payroll system to facilitate organisational reporting requirements.
- 3.2.5 Reconcile staff entitlements and create entitlement reports to managers.
- 3.2.6 Preparation of PAYG annual summaries.

#### **3.3 Month End Reporting**

- 3.3.1 Preparation of Profit and Loss Statement and Balance Sheet
- 3.3.2 Reconciliation of all ledger accounts:
  - Payroll
  - Superannuation
  - BAS Statements
  - Accounts Payable
  - Accounts Receivable
  - Bank Accounts
  - Grants
- 3.3.3 Preparation of reports to the Board and FRTG.
- 3.3.4 Preparation of monthly program reports to the Managers, and provide support and analysis where required
- 3.3.5 Maintenance of the Asset Register.
- 3.3.6 Preparation of BAS statements.
- 3.3.7 Follow up of outstanding income or payments as necessary.

#### **3.4 Year End Reporting**

- 3.4.1 Reconciliation and preparation of year end accounts.
- 3.4.2 Support supply of information and documents for audit as required.

#### **3.5 Budget**

- 3.5.1 Assist in co-ordination of Annual Budget.

#### **3.6 Administration**

- 3.6.1 Maintain accounting filing systems.
- 3.6.2 Respond to queries from the finance email.
- 3.6.3 Undertake project work in finance as required.

### **3.7 Policies, Procedures and Risk**

- 3.7.1 Maintain, review and update financial policies and procedures as required by legislation or other mandate.
- 3.7.2 Identify and manage risk as part of the quality assurance framework particularly in relation to finance functions.  
Contribute to the continuous improvement of finance policies and procedures through regular review.

### **3.8 Responsibilities shared by Business Services Team (BST)**

Contribute to efficient and effective working of the Team including:

- 3.8.1 Identifying policy and procedure gaps and improved ways of doing things.
- 3.8.2 Participation in building the teams capacity in sharing understanding of essential tasks.
- 3.8.3 Problem solving of day to day issues as they arise.
- 3.8.4 Support in the day to day running of BST including but not limited to:
  - Change-over of daily and monthly tape backups
  - Answering of main telephone line including message retrieval
  - Open/close main office door as required
  - Respond to queries from BST email

### **3.9 Responsibilities carried out by all staff:**

- 3.9.1 Promote WHV and its programs.
- 3.9.2 Participate in WHV strategic and operational planning processes.
- 3.9.3 Contribute to WHV's capacity to deliver its goals, enable and support high performing teams and foster productive relationships with others.
- 3.9.4 Participate in the WHV Staff Development Scheme including setting of performance measures, skills development plan and performance appraisal feedback system.
- 3.9.5 Provide verbal and written reports, and activities data as appropriate, on progress across all areas of responsibility.
- 3.9.6 Undertake other duties as directed.
- 3.9.7 Active involvement in a learning organisation including continuous quality improvement, policy development and review and accreditation processes.
- 3.9.8 Work within the organisational policies, procedures and Enterprise Agreement.
- 3.9.9 Support and be accountable for maintenance of a safe working environment.

## **4. ORGANISATIONAL RELATIONSHIPS:**

- 4.1 Internal:
  - 4.1.1 Contribute to the culture of the decision-making processes incorporating co-operation, collaboration and shared accountability with other staff and WHV Board members.
  - 4.1.2 Reports to the Business Manager.
  - 4.1.3 Works in close collaboration with Business Services Team staff.
- 4.2 External:
  - 4.2.1 Organisations and individuals with whom WHV engages.

## **5. ACCOUNTABILITY:**

Accountable for delivering the position objectives and the position performance measures as agreed annually.

**6. EXTENT OF AUTHORITY:**

- 6.1 Within the scope of the position, engage and/or supervise support staff and /or volunteers/students as required from time to time.
- 6.2 Expenditure within agreed budget.

**7. SALARY, POSITION HOURS AND EMPLOYMENT STATUS**

This is a Maternity leave 12 month contract part-time position working 60.8 hours per fortnight (0.8 FTE). The position is classified as a Level 3 and attracts a salary of \$77,969 per annum pro rata. WHV Enterprise Agreement 2018 conditions and salary apply. In addition, employer superannuation guarantee and access to salary packaging applies.

**8. WHV ENTERPRISE AGREEMENT CLASSIFICATION LEVEL AND DEFINITION:**

WHV Enterprise Agreement 2018. Level Three Classification definition is as follows:

- 8.1 Work is likely to be under limited guidance in line with a broad plan, budget or strategy. Responsibility and defined accountability for the management and output of the individual and for a defined function may be involved. The work of others may be supervised, or teams guided or facilitated.
- 8.2 Work involves the exercise of a degree of autonomy and may involve the control of projects or programs. Solutions to problems can generally be found in documented techniques, precedents and guidelines or instructions. Assistance is available when required.
- 8.3 Competency at this level involves the self-directed development of knowledge with broad knowledge across a number of areas and/or mastery of a specialised area with a range of skills.
- 8.4 Competencies are normally used independently and may be non-routine. Judgement and discretion is required in dealing with clients, services, operations and processes.

**9. ENTERPRISE AGREEMENT LEVEL 3 COMPETENCIES FOR THIS POSITION:**

- 9.1 Knowledge of relevant legislation, policies and procedures of the service to assist decision making and guide problem solving.
- 9.2 Ability to set individual work area objectives and clarify client needs and expected results. The people, funds, materials and equipment needed to carry out this work are identified and set down in an action plan.
- 9.3 Ability to practice principles of equity and non-discrimination in all aspects of work. Ability to develop and maintain a cooperative work group.
- 9.4 Ability to convey information, develop networks and promote the organisation to obtain work as well as seek feedback on client satisfaction.
- 9.5 Ability to identify, gather, analyse and apply information to achieve goals of the work area. Ability to present information in a way which is understandable to an audience and identifies options and recommends appropriate action.
- 9.6 Ability to identify and assess workplace change and explain it to others. Ability to support people in adjusting to any workplace change.
- 9.7 Ability to achieve personal goals in the workplace and career progression. Feedback is sought on work performance and strategies for improvement are implemented. Honest and ethical behaviour is applied with clients and colleagues.

**10. SELECTION CRITERIA:**

**10.1 Mandatory:**

- 10.1 Education: Minimum Bachelor's Degree in Accounting;
- 10.2 High level of competency in IT, in particular MYOB, MS Office software in Word and

- Excel and data collection systems;
- 10.3 Demonstrated experience in end to end payroll function;
- 10.4 Demonstrated ability to prepare financial statements for reporting to the Board;
- 10.5 Strong analytical and problem-solving skills with the ability to provide resolution to issues;
- 10.6 Strong organisational skills with the ability to manage competing deadlines, whilst maintaining accuracy and attention to detail and meeting deadlines;
- 10.7 Experience working effectively within a team environment;
- 10.8 Well developed oral and written communication skills.

**10.2 Desirable:**

- 10.2.1 CPA or CA;
  - 10.2.2 Experience in using Xero software;
  - 10.2.3 Experience in Implementation of Xero software system.
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**Approved:**   
Interim Chief Executive Officer, Ann Clark

**Date:** August 2019