

## Job Description

### Company Accountant

#### Reporting Relationships

CEO/Board of Directors (as applicable)



Corporate Services Manager



**This Position**  
**SCHADS Level 5**



← Also reporting to this supervisor:

- ICT Business Analyst
- HR Advisor
- Office Manager
- Project Coordinator
- Senior Bookkeeper

Directly reporting to this position:

N/A

Other positions under control

N/A

#### Organisation

Advocare aims to support and protect the rights of older people in Western Australia through information, advocacy and education. We walk alongside our clients every step of the way.

#### Team

You are an integral member of the Advocare Corporate team working to support and facilitate financial and related outcomes across the organisation, as well as to those we serve and those who are stakeholders in our mission.

One element the Advocare Team has in common, is the belief in Social Justice and that human rights do not diminish with age.

#### Position Overview

The primary responsibility for the Company Accountant is to ensure accurate and best practice financial recording, reporting, and analysis utilising established accounting principles and organisational policies. You will be responsible for performing various financial tasks, including maintaining financial records, reconciling accounts, preparing financial statements, and assisting with budgeting and forecasting processes.

The position reports directly to and works closely with the Corporate Services Manager and works collaboratively with the Corporate team to further Advocare's objectives.

## Accountabilities

Your specific accountabilities include these aspects.

### Position duties and responsibilities

- Generate timely and precise financial statements, including balance sheets, income statements, and cash flow statements, to support business leaders to make informed decisions.
- Collaborate with business leaders to develop annual budgets, assist in forecasting processes, and provide guidance on financial planning to support organisational strategic goals.
- Expedite financial audits by providing necessary documentation and information, ensuring compliance with internal controls.
- Contribute to the development and improvement of financial systems, processes, and procedures, with a focus on sustainability, efficiency, and risk management.
- Responsible for initiation, review and ongoing relationship management with billers/ creditors
- Keep up to date with changes in accounting standards, regulations, and industry practices to ensure compliance and integrate sustainable practices into financial operations.
- Offer financial insights and recommendations to stakeholders including Leadership team, to support decision-making and strategic planning.
- Engage in clear and concise communication with stakeholders, ensuring that financial information is effective.
- Effectively represents Advocare in external forums and partnership meetings, within the context of your role.
- Undertakes training/professional development and shares learning.
- Any other duties as required.

### Team Duties

- Actively engages and contributes to Advocare's vision, mission, and values.
- Ensures Corporate team are kept up to date with industry changes as they occur and relate to your area and responsibilities (e.g., Award rate, relevant legislative changes)
- Ensures compliance with internal policies and procedures including but not limited to The Advocare Code of Conduct
- Ensures compliance with external policies, procedures and legislation including but not limited to The Charter of Aged Care Rights 2019 and the *Equal Opportunity Act 1984* (WA).
- Participates in relevant meetings, planning and development discussions.
- Identify opportunities for improvement and liaise regularly with other staff within Advocare to foster a culture of continuous improvement.
- Develops and maintains networks within your professional capacity, to both grow your capability and to further the objectives of Advocare.
- Provide any other support required for the team, utilising your capability and capacity.

## Our Vision, Mission and Values

Reflecting our organisational values in every aspect of your role is integral.

### Our Vision

Power, respect and informed choice for older people.

### Our Mission

Provide an independent voice on behalf of older people, informing service delivery and influencing practice “empowering older people”.

### Our Values

**Integrity** - We will act with integrity to support an environment of honesty, confidentiality and mutual trust.

**Empowerment** - We will work with you to ensure you are well informed to make your choices and we will also advocate with and for you.

**Social Justice** - We are here to protect the rights of older people. Human rights do not diminish with age.

**Equity** - We will support all older people, respecting the diversity of our community.

## Specific Requirements

| Pre-requisite Criteria  | Essential                           | Desirable                           |
|---|-------------------------------------|-------------------------------------|
| Tertiary qualification in a relevant discipline (Accounting, Finance or similar)  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Work experience in a similar role   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Proof of up-to-date COVID-19 and influenza vaccination or willingness to obtain (unless appropriate exemption granted). | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| National Criminal Record Screening Clearance (Less than 3 months old)   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Medical and fitness for work  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| C or CA Class Driver's License  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

## Work Related Requirements

| Essential   |
|---|
| <ul style="list-style-type: none"> <li>• Significant experience in financial management and familiarity with accounting software and tools to effectively manage financial transactions, reconcile accounts, and generate accurate reports.</li> <li>• Strong understanding of generally accepted accounting principles and relevant financial regulations.</li> <li>• Significant experience conducting annual audit and tax programs.</li> <li>• High-level financial acumen working within budgetary requirements and managing monthly and end of year financial reporting.</li> <li>• Ability to work flexibly and demonstrate a willingness to respond to changing work requirements and peak periods.</li> <li>• Demonstrated analytical skills to interpret and comprehend financial and non-financial data.</li> <li>• Strong communication, negotiation and relationship management skills to effectively manage all levels of internal and external stakeholders.</li> <li>• Possess effective written and verbal communication skills to convey financial information clearly and collaborate with stakeholders at all levels.</li> <li>• Strong problem-solving skills to identify and resolve financial discrepancies, recommend process improvements, and mitigate risks.</li> <li>• Maintain a high level of integrity, ethics, and confidentiality when handling financial information</li> </ul> |
| Desirable   |
| <ul style="list-style-type: none"> <li>• Experience in a small to medium not-for-profit environment</li> <li>• Experienced in the use of Xero</li> <li>• Prior experience with Sharepoint</li> <li>• Prior experience with Power BI (or similar platform)</li> <li>• Prior experience with Employment Hero.</li> <li>• Prior Experience with Salesforce</li> <li>• Understanding and appreciation of issues facing people from culturally and linguistically different backgrounds, Aboriginal people, and Torres Strait Islanders and other diverse groups.</li> </ul>   |

## Signing Page

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| <b>Approved by</b> | David Prestney | <b>Date</b> | 25 July 2023 |
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Review and discuss Role Expectations:

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|----------------|--|-------------|--|
| <b>Manager</b> |  | <b>Date</b> |  |
|----------------|--|-------------|--|

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|-----------------|--|-------------|--|
| <b>Employee</b> |  | <b>Date</b> |  |
|-----------------|--|-------------|--|