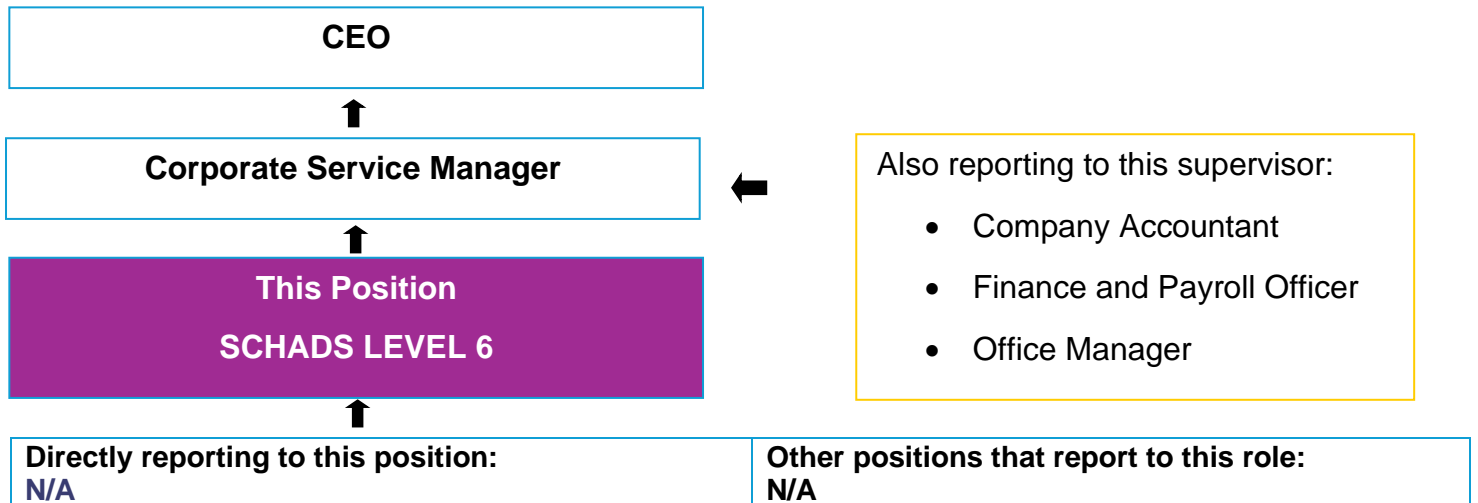


## Job Description

# Project Accountant

### Reporting Relationships



### Organisation

Advocare is a leader in addressing the rights of older people and elder abuse. For nearly 30 years we have proudly helped older Western Australians access the right supports, information and protections available to them.

### Team

You are a key part of the corporate team working to support and facilitate outcomes across all teams in the organisation, as well as to those we serve and those who are stakeholders in our mission. One element of our entire Advocare Team has in common, is the belief in Social Justice – that human rights do not diminish with age.

### Position

The primary purpose of this position is to work closely with our operational project delivery teams to manage business and project financial activities including reporting and overall accounting standards compliance. You will be responsible for performing various financial tasks, including budgeting and forecasting, monthly reporting, providing backup support for both the finance and payroll officer and accountant, ensuring continuity of financial operations and accurate record-keeping during their absence.

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.

## Our Vision, Purpose and Values

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

### Our Vision

A society where older people are safe, empowered and cherished.

### Our Purpose

To transform lives and communities through education, collaboration and advocacy, supporting older Western Australians to live the lives of their choice.

### 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.

## Accountabilities

Your specific accountabilities include these aspects.

### Organisation

- Actively engage and contribute to Advocare's vision, purpose and values.
- Ensure own compliance with internal policies and procedures including: The Advocare Code of Conduct, Workplace Health and Safety legislation including any regulations or Codes of Practice, the *Disability Services Act 1986* (Cth), and the *Equal Opportunity Act 1984* (WA).
- Shows compassion to clients by providing service excellence aligned to the level of responsibility.
- Effectively represents Advocare in external forums and partnership meetings, within the context of role.
- Provides high quality verbal and written reports as requested by the Chief Executive Officer, Board and funding bodies.
- Maintains appropriate records and documentation consistent with the relevant policies and instructions of Advocare.
- Actively collaborate and support all Advocare programs to achieve our shared goals and meet contractual objectives, fostering a unified approach across the entire organisation.
- Undertakes training/professional development and shares learning.

### Team

- Respects others within a professional setting, including for their own choices.
- Participates in team meetings, team building, planning and development discussions, evaluations, supervision sessions, training sessions, and review activities, leading these activities where required in the context of your role.
- 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.

### Position duties and responsibilities.

- **Financial Planning and Forecasting:** Develop and manage financial models, forecasts, and budgets to support strategic decision-making. Monitor performance against financial targets and analyse variances.
- **Reporting and Analysis:** Prepare and present comprehensive financial reports and analysis to senior management, highlighting key trends, risks, and opportunities.
- **Strategic Support:** Collaborate with various departments to provide financial insights and recommendations that drive business strategy and operational efficiency.
- **Budget Management:** Assist with the budgeting process, ensuring accuracy and alignment with organizational goals. Review and validate budget assumptions and outputs.
- **Financial Accounts:** Prepare and maintain accurate financial monthly accounts, review and validate manual journals, balance sheet reconciliation, and prepare monthly reporting deliverables.
- **Process Improvement:** Identify and implement enhancements to financial processes and systems to increase efficiency and accuracy.
- **Compliance and Control:** Ensure financial practices comply with regulatory requirements and internal policies. Implement and monitor controls to maintain data integrity and accuracy.
- **Auditing:** Collaborate with external auditors to facilitate timely and efficient completion of financial audits, including acquittals preparation.

## Specific Requirements

Pre-requisite Criteria	essential	optional
Tertiary qualification in a relevant discipline such as, business, management, community work or equivalent experience.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Substantial postgraduate and/or experience in a similar capacity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Willingness to travel to across metropolitan and regional WA with some overnight stays	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Proof of up-to-date 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

- Significant experience in conducting annual audit and tax programs (Big 4 experience is preferred.)
- Advanced proficiency in Excel, with strong expertise in financial model building to support analysis and decision-making.
- Robust understanding of generally accepted accounting principles and relevant financial regulations.
- Proven experience in implementing and assessing internal control systems to enhance operational efficiency and ensure compliance with financial regulations.
- Skilled in performing comprehensive balance sheet reconciliations to ensure accuracy and integrity of financial records.
- Demonstrated analytical skills to interpret and comprehend financial and non-financial data.
- Strong communication, negotiation and relationship management skills to effectively manage all levels of internal and external stakeholders.
- Possess effective written and verbal communication skills to convey financial information clearly and collaborate with stakeholders at all levels.
- Strong problem-solving skills to identify and resolve financial discrepancies, recommend process improvements, and mitigate risks.
- Maintain a high level of integrity, ethics, and confidentiality when handling financial information

### Desirable

- Experience in a small to medium not-for-profit environment
- Experienced in the use of Xero
- Prior experience with Sharepoint
- Prior experience with Power BI (or similar platform)
- Understanding and appreciation of issues facing people from culturally and linguistically different backgrounds, Aboriginal people, and Torres Strait Islanders and other diverse groups.

## Signing Page

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**Approved  
by**

**Date**

Review and discuss Role Expectations:

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**Manager**

**Date**

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**Employee**

**Date**