

Authorising Officer: Senior Management Accountant

Position title	Regional Management Accountant
Employee name	
Department/Service	Corporate Services
Location	Carnegie Office
Position reports to	Senior Management Accountant
Positions reporting to this role	Nil
Financial delegation	Nil
Budget accountability	Nil

Work Environment (e.g Office based, Residential based, Community based)

Office based. Regular travel to relevant region(s) required.

Position Summary	<p>As a key role in the Corporate Services team, this position will be responsible for producing the organisation's regional operating results on a monthly basis; providing accounting guidance, support and training to regional staff and perform monthly reviews and analysis of regional reporting packages and activity.</p> <p>The role will oversee invoicing and billing, reporting of income, management of funding arrangements from various funding bodies (and related reporting), regular financial and management reporting, collection and banking of receipts, reconciliation of defined General Ledger accounts and debtor accounts, and general administration.</p> <p>The variety of duties and the opportunity to be responsible for the financial management reporting and analysis of a business unit (region) together with the supportive environment and the knowledge of contribution to a worthwhile cause will all make this position satisfying and meaningful.</p>
Key Selection Criteria Essential	<ul style="list-style-type: none"> • Tertiary accounting qualifications and completion of or studying towards a post-graduate accounting qualification (CA, CPA); • Relevant experience in accounting and finance; • Relevant experience in financial analysis and management reporting • Excellent skills in Microsoft Office, Microsoft Windows and appropriate accounting software applications; • Demonstrated time management and multi-tasking skills; • Excellent interpersonal skills and a demonstrated ability to work as part of a team;

Authorising Officer: Senior Management Accountant

	<ul style="list-style-type: none"> Highly developed presentation, oral and written communication skills;
Key Selection Criteria Desirable	
Other requirements of the role(e.g licences, professional memberships, registrations)	<ul style="list-style-type: none"> Current Victorian Driver's Licence.

Job Profile

Specific key responsibilities of this role include;	
Funds Management	<ul style="list-style-type: none"> Responsible for the billing, collection, recording and reporting of income for your region Responsible for and where appropriate oversee the accounts receivable function, including preparation and mailing of invoices, distribution of statements on a monthly basis, and receipting of funds received including direct deposits, cheques, cash and credit card Identification and allocation of funds received, including communication with funding bodies. Reconciliation of staff hours delivered against hours funded on a monthly basis using payroll data Assist the Financial Accountant in preparing accurate and timely financial accounts and management reports on a monthly and annual basis Reconciliation of debtors accounts as required Attend to general banking needs as required, including set-up of new program bank accounts, distribution of ATM cards, etc
Accounting	<ul style="list-style-type: none"> Reconciliation of deferred income general ledger accounts by funding body and type. Reconciliations to be carried out at individual package level Work with the relevant Program Development Manager & the Regional Services Manager to provide detailed program costing calculations and liaise with Regional Service Manager and funding bodies to confirm approval Calculation and preparation of monthly income accrual journal based on payroll data In consultation with the Regional Services Manager calculate and prepare monthly Funding & Service Agreement allocation Undertake review of reported income at month-end Preparation of funding acquittal reports to various funding bodies Assist the operations team in checking for accurate coding of Carelink (rostered) data

Authorising Officer: Senior Management Accountant

	<ul style="list-style-type: none"> Assist Senior Management Accountant in maintaining the accounting structure (job numbers, chart of accounts, coding structure, etc) as required Assist auditors during the annual audit process
Liaison with key stakeholders	<ul style="list-style-type: none"> Maintain a relationship with the Regional Services Manager In consultation with the Regional Services Manager ensure that training of coordinators, team leaders and management in income accounting and administrative procedures is clearly articulated and understood. Refer enquiries from People We Support to the Regional Services Manager or designated Co-ordinator
General	<ul style="list-style-type: none"> Attend to other ad hoc tasks as may be required from time to time
General key responsibilities of this role include;	
Occupational Health and Safety (OHS) and Risk Management	<ul style="list-style-type: none"> Report any hazards or issues that impact on the safety of the workplace Fulfil your role in a manner that uses safe work practices to support PwS to achieve personal outcomes. To adhere to organisational policies, procedures and line management directives.
Quality	<ul style="list-style-type: none"> Demonstrated knowledge of the relevant standards pertaining to the service and the philosophy and requirements of the standards Ensures necessary documentation is completed as required and in a manner which reflects outcomes for the individual Attends all necessary meetings and provides feedback on the current state of the organisation's quality system Promotes and assists staff with the requirements of the organisation's quality framework Ensures relevant line manager is kept abreast of all issues in a timely manner
Sustainability	<ul style="list-style-type: none"> Integrate sustainability as a core value and objective into day to day operations and contribute to achieving reduction targets in our key environmental areas of waste/paper,energy, water and transport.

I acknowledge that:

- Statements included in this position description are intended to reflect duties and responsibilities that I may be required to undertake and are not to be interpreted as being all inclusive
- I have read, understood and accepted the above position description and associated attachments.

Employee signature:

Print name:

Date:

Line Manager signature:

Print name:

Date:

Authorising Officer: Senior Management Accountant

Application details:

To apply for this role, please send a covering letter responding to the Key Selection Criteria and a CV to recruitment@tipping.org.au, citing reference number MET0055. Applications will close Wednesday 07 December, 2011.