

Position Description | FINANCIAL ACCOUNTANT

Position Title:	Financial Accountant
Department/ Division:	Finance / Corporate
Reports To:	Accounting Manager
Direct Reports:	Nil
Industrial Instrument:	Award Free
Pay Classification:	Common Law

Position Summary

The Financial Accountant plays a pivotal role in overseeing month end financial processes and the preparation of monthly, quarterly and annual financial reporting to Board, Management and other stakeholders. The Financial Accountant will work closely with the Accounting Manager to ensure SCC meets its compliance obligations and delivers timely and useful financial performance information to stakeholders.

Key Responsibilities

Key responsibilities

- Deliver high quality services to internal and external stakeholders that build long term loyalty for the business.
- In conjunction with the Accounting Manager, prepare annual budgets at a team and company level.
- Complete monthly and annual account reconciliations for key SCC accounts.
- Prepare monthly, quarterly and annual financial reports.
- Provide accurate and timely statutory and regulatory reporting.
- Work closely with Facility Managers and other SCC management to review performance against budget on a regular basis.
- Prepare monthly returns including Business Activity Statement and other compliance reporting.
- Business partnering with other service lines and assisting in financial supporting, budgeting forecasting and commercial decision making.

COMMUNICATION

- Lead engagement with key stakeholders of the Finance functions.

IMPROVEMENT, INNOVATION AND CHANGE:




- Review changes in Accounting Standards and other regulatory and compliance requirements, and ensure SCC continues to meet its obligations.
- Proactively assist in embedding a continuous improvement and operational excellence culture including the development and implementation of accounting policies, procedures and systems and ensure that internal controls are in place and monitored to mitigate financial risks.

The incumbent can expect to be allocated duties, not specifically mentioned in the position description, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Performance Indicators

- Stakeholders have a positive experience through interactions with the Finance team.
- Budget and forecasting are undertaken within the policy and guideline parameters.
- Management reporting provides insight to the drivers of variances to agreed targets.
- All regulatory and statutory compliance requirements are met.
- Statutory timeframes, including for the preparation of annual financial statements, are met.

Southern Cross Care Values

 <p>Compassion</p>	<ul style="list-style-type: none"> ▪ We respond willingly and positively to help meet the needs of those around us. ▪ We promote a sense of belonging and community. ▪ We demonstrate and foster empathy and sensitivity towards residents, clients, their families, our colleagues, and the whole community.
 <p>Integrity</p>	<ul style="list-style-type: none"> ▪ We look for the good in all people and recognize the contribution of each individual as we work together. ▪ We demonstrate honesty and trustworthiness in all that we do. ▪ We are conscientious and ethical in our decision making and take responsibility for our own actions.
 <p>Respect</p>	<ul style="list-style-type: none"> ▪ We believe in the sanctity of life and that each life is unique and has special individual worth and dignity. ▪ We recognise and respect individuality and diversity. ▪ We treat all people with courtesy and respect regardless of gender, ethnic background, religious belief, or economic circumstances. ▪ We manage our resources wisely to minimize the impact on the environment.

Selection Criteria

Essential	Desirable	Special Employment Conditions
<ul style="list-style-type: none"> Tertiary and/or other qualifications relevant to the role. Significant experience in a similar role including preparing budgets and statutory, board and management reporting. Proven ability to interpret and apply Australian Accounting Standards and Australian taxation legislation. Current membership with CPA or CA. 	<ul style="list-style-type: none"> 5 years experience in a similar role responsible for budgeting and reporting. Experience in aged care or home and community care in a not-for-profit setting would be an advantage. Experience with enterprise level financial systems. 	<ul style="list-style-type: none"> Required to provide a satisfactory National Criminal History Record (Police Check) that is not more than three years old on employment and that complies with the requirements of the Aged Care Act 1997 prior to commencement of employment Must hold a valid registration to work with vulnerable people with a NDIS endorsement as this is a condition of registration for all NDIS providers under the NDIS Act 2013 and SCC Safety Screening Policy. Required to sign the organisation's Confidentiality Agreement

Work Health and Safety Requirements and Continuous Improvement

Maintain a safe working environment and adopt safe work practices by:

- Ensuring awareness and prompt identification of WH&S risks and hazards.
- Maintaining a safe environment for all staff and care recipients.
- Reporting, rectifying (where possible) and documentation of incidents, risks and hazards that come to your attention in accordance with Southern Cross Care (Tasmania) Inc's WH&S Policy.
- Ensuring an awareness of and the implementation of correct fire and security safety procedures, and participation in fire and security drills as required.
- Ensuring personal work practices comply with the organisation's workplace health and safety policies and procedures.
- Ensuring all staff members perform safe manual handling practices.
- Recognition and responding appropriately to unsafe or unprofessional practices.

- The role of Fire Warden for assigned areas is attached to this position. Ensure full awareness of the responsibilities and requirements of this role.
- Ensuring that all equipment and supplies are used appropriately to complete duties efficiently and economically so as to minimise wastage and/or abuse.
- Practice appropriate infection control procedures.

Authorisation

CEO/Manager Signature		Date	
Employee Signature		Date	