

1.0 POSITION: Accountant

2.0 JOB DESCRIPTION

The Accountant is required to act in accordance with the highest professional and ethical standards. A fundamental principle is that the Accountant must be objective and “not allow bias, conflicts of interest, or undue influence of others to override professional or business judgements”. Professional competence and due care is to be exercised at all times.

The Accountant is responsible for managing and reporting of financial information for all Co.As.It. divisions and will perform financial functions related to the collection, accuracy, recording, analysis and presentation of the company’s financial operations.

Responsibilities also include analysing trends, costs, revenues, financial commitments and obligations incurred to predict future revenues and expenses and reporting the company’s finances to Management and offer suggestions about resource utilisation and assumptions underlying budget forecasts.

The position is full time and will require effective liaison with staff in all divisions as necessary and close liaison with the IT/Finance Manager & CEO at all times for all final decisions. Confidentiality and discretion are paramount in this role.

3.0 RELATIONSHIPS

- The Accountant is directly responsible to the IT/Finance Manager and indirectly to the CEO.
- Effectively communicates with Accounts Supervisor, CEO, Treasurer, Accounts Team and Payroll Officer in a positive and proactive manner ensuring consistency and professionalism at all times.
- Develops and maintains strong, effective working relationships with all members of the Accounts team and works collaboratively with them to ensure all functions of the Accounts department operate effectively and efficiently.
- Liaises with the following:
 - Treasurer
 - Auditor
 - Government funding bodies
 - Various external departments e.g. (Taxation Office, WorkCover Qld, Contractors, Superannuation Companies and Westpac Bank).
 - Suppliers

4.0 DUTIES

The Accountant will perform duties as described below:

4.1 *General Accounts Duties:*

- Accurately enter records into ledgers and journals as per the guidelines set by the Australian Accounts Standards and funding bodies.
- Present financial accounts and end of year statements in keeping with the requirements and guidelines for the Australian Taxation Office and/or Auditor.
- Regularly meet with and liaise with the IT/Finance Manager, Treasurer and Auditor appointed by Co.As.It. for accounting and financial purposes and to keep these same persons up to date with the financial position of Co.As.It.
- Be available for consultation and discussion when required and directed by the IT/Finance Manager at the time of documentation for Italian Ministry for Foreign Affairs.
- Monitor and suggest updates to Superannuation matters and maintain relevant updated records.
- Consistently check, verify and maintain account balances for the various Co.As.It. bank accounts.
- Examine bank statements (including credit card) and reconcile them with general ledger entries.
- Transfer monies between accounts to meet the day to day needs of Co.As.It. To inform the IT/Finance Manager directly of any unusual temporary need in this area.
- Examine expenses submitted by employees.
- Check supplier payments for accuracy and upload payment through internet banking.
- Draw cheques for payments to creditors and submit to IT/Finance Manager and CEO for signing prior to mailing out.
- Continuously monitor incoming payments from accounts receivable and outgoing payments from accounts payable.
- Reconcile staff leave entitlements, superannuation/employee contributions, workcover and depreciation schedules for provision of liability.
- Analysing data collected in order to determine the state of the company's financial health.
- Analysing data to understand where the company is generating and losing revenue.
- Examine the proficiency of the software programs used to organise data, be innovative and suggest improvement wherever possible with regard to processes and financial control.
- Participate and be involved in discussions of budgetary process for funding submissions, day to day activities, accounting records and end of financial year statements and to discuss same with the IT/Finance Manager regularly and also with CEO, Auditor and other authorised persons as required.
- Attend workshops, seminars and conferences as required in order to maintain updated knowledge and/or changes related to administrative areas for which the Accountant is responsible.

- Collect and receipt money as required.
- Issue invoices for ILC (Italian Language Centre) schools, funding bodies, contracted activities/services.
- Always represent Co.As.It. unitedly and positively.
- Attend seminars/workshops/meetings to maintain up to date knowledge as required.
- Respect the principals of teamwork, adhere to the philosophy, policies and procedures of the organisation, and abide by program funding guidelines.
- Review work practices periodically and implement improvements where required.
- Carry out all relevant duties that may arise within the operation of the Accounts department and as requested by the IT/Finance Manager.
- Attend staff meetings as requested.

4.1 Reporting:

- Prepare and submit accurate financial reports and end of year statements for relevant government funding bodies and within the required reporting period, following approval from the IT/Finance Manager.
- Align these reports to the various funding bodies, guidelines and templates.
- Complete BAS Statement and process through ATO portal.
- Prepare accurate financial statements and produce budget according to schedule in a timely manner.
- Submit monthly Profit and Loss reports to the IT/Finance Manager as well as excel spreadsheet in reference to some programs.
- Provide the Treasurer with financial report on a monthly basis, as part of the Treasurer's report for Board of Directors' meetings.
- Generate financial reports that display the company's profits, equity and cash flow.
- Be positive, self-motivated and an independent thinker who is always eager to engage in professional development ensuring own skills are up to date to ensure best practice and maintaining a high level of competence relevant to the area of expertise required by the position. This includes technical skills and competency in the ITS area.
- Comply with federal, state and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements and advising the IT/Finance Manager and CEO on needed actions.
- Provide assistance with relieving other Accounts Department staff that may be absent or on leave.

4.3 Perform other such duties as may be directed by the IT/Finance Manager.

5.0 SELECTION CRITERIA

- Tertiary qualifications (Accounting/Business/Commerce).
- Proven experience with general ledger functions and the month-end/year end close process.

- Aptitude for numbers and quantitative skills.
- Thorough knowledge and understanding of accounting procedures, principles and reporting standards, gaining experience in researching as it relates to accounting issues.
- Demonstrated ability to produce a high volume of work with a high level of accuracy and attention to detail.
- Understanding the importance of accountability and team work.
- Well organised and have exceptional time management skills giving the ability to multitask within tight timeframes.
- Ensure the organisational policies, processes and procedures are complied with at all times.
- Proactive, personable and confident to engage with key stakeholders to get the job done.
- Problem solving skills and the ability to function in a rapidly changing work environment.
- Highly effective skills in:
 - Communication and interpersonal – to be able to effectively liaise with internal and external stakeholders.
 - Strong people skills – a polite and professional demeanour when working with other companies, consumers and co-workers.
 - Proven ability to understand and follow written and verbal instructions.
- Demonstrates commitment to the objectives of the work area and the organisation and shows considerable drive and effort in achieving work targets.
- Willingness and ability to work autonomously and in a team environment to accomplish weekly and monthly departmental goals.
 - Excellent computer literacy, confidence and capability in using systems and technology and an ability to learn new systems and processes quickly.
 - Performing the duties with integrity and ethical awareness due to the confidentiality of Co.As.It.'s financial affairs and demonstrating the following personal attributes:
 - Self-motivated and inspirational.
 - Can-do attitude with an overall drive and passion for work.
 - Structured and decision making ability.
 - Skill in establishing priorities and managing workload.
 - Demonstrated organisation fit with the ability to work within a culture and values framework.
 - Team player with ability to work with others in a spirit of trust, respect, reflection and accountability.
 - Versatility and flexibility – ability and willingness to work within and adjust to constantly changing priorities with enthusiasm.
 - Adaptable with resilience to work in difficult situations and willingness to work beyond the role description when required.
 - Ability to represent Co.As.It in a culturally appropriate and professional manner at all times.

6.0 STANDARDS OF PERFORMANCE

Performance appraisals are conducted and will comprise of the following key performance criteria.

- Efficiently manages the finances for the whole organisation.
- Ensure a high level of accuracy in the preparation of accounts and data entry.
- Provide accurate reports reflecting activities and services costs.
- Meeting schedules and timeframes at all times.
- Guarantee financial affairs and control of Co.As.It. in conjunction with the CEO and abide by confidentiality policy.
- Knowledge in the financial guidelines for all Co.As.It. programs (funded and unfunded).
- Effectively collaborates with team members and others in the organisation.
- Communicates professionally and effectively with Accounts team and at all other levels internally and externally.
- Excellent understanding of Co.As.It.'s financial processes and requirements.
- Effectively and efficiently reports/resolves problems and deal with day-to-day issues.
- Proactively monitors emails and other communications so as to meet urgent requests on time.
- Perform the duties and responsibilities with a high degree of sensitivity to cultural issues and protocol.
- Abide by Co.As.It. policies and procedures and program guidelines.

7.0 PERFORMANCE MANAGEMENT

Any issues and concerns in reference to the performance and responsibilities according to the KPI noted in point 6, will be discussed at regular intervals and opportunities provided to improve. Performance management if applicable will be provided by the CEO.