

## Position Description

<b>JOB TITLE</b>	Assistant Accountant
<b>REPORTS TO</b>	Management Accountant - Supervisor
<b>DIRECT REPORTS</b>	None
<b>DATE</b>	<b>January 2024</b>
<b>CONTRACT TYPE</b>	Full time Fixed Term Contract

### ORGANISATIONAL CONTEXT

Our employees are supported to utilise the breadth of their skills and expertise in achieving the organisation's goals.

Our employees are community focussed, embrace change, are agile and are solution focused.

Our employees are committed to our organisational values that guide our decision making and behaviours.



### POSITION OBJECTIVE

To maintain high quality, timely and accurate processing of financial information into Microsoft Dynamics – Business Central financial system and other software or system interface.

### KEY RESPONSIBILITIES

- Ensure invoices are appropriately authorised aligning with company policy and are paid in accordance with payment terms to enable to organisation maximise its return on funds invested
- Assist in the daily functions of Accounts Payable and Accounts Receivable including bank reconciliations, petty Cash reimbursements and reconciliations and credit Card Statement processing
- Monitor funds availability and financial performance using relevant management tools
- Assist in the preparation of program reporting deliverables to funding bodies as required
- Prepare and provide requirements for the interim and year-end audits.
- Assist in preparation of budget and forecasting for all organisational programs and shared services areas as required
- Ensure that financial controls are adhered to and in line with the financial risk governance framework.
- Provide effective back up for the Accounts Payable function as required.
- Perform other duties reasonably required as directed.
- Ensure "best practice" processes across all areas of responsibilities.
- Comply with the organisations' policies and procedures.
- Ensure the safety of yourself and others in line with the organisations WHS policies and procedures and the Workplace health and safety Act 2011.

### MANAGEMENT SYSTEM

## Position Description

- Ongoing compliance with WentWest management system requirements.
- Responsible for ensuring that all documents that are part of the WentWest management system and assigned to this position are reviewed and updated in accordance with the Control of Documents and Records Policy

### QUALIFICATIONS

- Tertiary qualifications in Accounting or studying towards CPA (Preferred)

### SKILLS AND EXPERIENCE

#### Essential

- A minimum of 3 years' experience in a similar role
- Experience in enterprise accounting software
- Effective written and verbal communication skills
- Intermediate computer literacy and proficiency with Microsoft Office Suite.
- Compliance with WentWest's mandatory COVID-19 Vaccination Policy requiring double vaccination against COVID-19

#### Desirable

- Microsoft Office Excel – Advance
- Accounting software – Microsoft Dynamics – Business Central

### PRE-APPOINTMENT REQUIREMENTS – These must be provided prior to offering a position to a candidate

- Right to work in Australia documents (Passport, or Birth certificate with 100 points of ID)
- Certification of any tertiary qualifications and professional memberships
- Verification of double vaccination against COVID-19 in accordance with WentWest's mandatory COVID-19 Vaccination Policy
- Verification of current NSW driver's licence
- Verification of comprehensively insured motor vehicle
- National Police check completed in the last 6 months
- Working With Children Check

### WENTWEST VALUES - behaviours and ways of working the organisation sees as critical

**Creativity** – challenge convention  
**Leadership** – Inspire action  
**Equity** – actively overcome barriers  
**Excellence** – be the best we can be  
**Respect** – understand others

## COMPETENCIES REQUIRED FOR THE ROLE

**ACCOUNTABILITY** - Holds self-accountable and can be relied upon to ensure that project within areas of responsibility is completed in a timely manner. Builds an understanding of the internal and external environment in order to deliver work in a highly effective and professional manner

### Skills to be demonstrated through performance:

- Plans and organises - Level 3
- Demonstrates personal and professional accountability – Level 3
- Works within risk, finance, and governance framework – Level 3

**COLLABORATION AND TEAMWORK**- Willingly cooperates and works collaboratively with internal colleagues and external partners and stakeholders in order to accomplish organisational/team/project/program objectives

### Skills to be demonstrated through performance:

- Works collaboratively - Level 3
- Demonstrates commitment to the team - Level 3
- Builds collaborative partnerships – Level 3

**COMMUNICATION** - Effectively communicates to promote understanding and support informed discussion with internal colleagues and external partners and stakeholders, providing timely delivery of information and selection of the most appropriate method of communication

### Skills to be demonstrated through performance:

- Communicates Clearly and concisely- Level 3
- Influences and negotiates - Level 3
- Works to reconcile to diverse views – Level 3

**CUSTOMER FOCUS** - Capacity to identify and anticipate the needs of both internal and external customers and deliver the defined range of services so as to meet and exceed customer expectation while optimising the organisation's interests.

### Skills to be demonstrated through performance:

- Identifies and responds to client needs - Level 3
- Maintains relationships - Level 3
- Strives for continuous improvement – Level 3

**INITIATIVE** – Evaluates, selects, and acts on various methods and strategies for solving problems and meeting objectives before being asked or required to do so; explores alternatives and responds to challenges with innovative solutions.

### Skills to be demonstrated through performance:

- Reacts to change and Improvement - Level 3
- Displays initiative and identifies innovative solutions- Level 3