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| **Position Title & Level/Grade:** | Financial Accountant  Level 7-8 | | **Department:** | | Finance | |
| **Reports to:** | Chief Financial Officer | | **Supervises:** | | Finance Team | |
| **Internal Liaisons:** | Managers  Directors | |  | |  | |
| **Position Objective** | CatholicCare Canberra&Goulburn has had recent change in CFO position, as a result the organisation requires support to ensure the new CFO to:   * prepare for the end of financial year (2020-21) including financial statements/grant acquittals; * focus on efficient and effective processes to support the finance functions; and * support CFO with the Finance Team roles and responsibilities. | | | | | |
| **Key Responsibilities** | * Ensure the timely completion of end of month balance sheet reconciliations, including identification and clearing of unreconciled items and end of month reporting. Key issues of concern are escalated for discussion with the CFO. * Regular review accounts to ensure transactions are classified to the correct general ledger codes. * Produce financial report by 15th of each month for Directors. * Maintain the Fixed Asset Register. * Develop robust financial processes and train Finance staff. * Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time | | | | | |
| **Key Selection Criteria** | | | | | | |
| * Demonstrated experience (5 years plus) working in the financial operations of a commercial organisation, government agency or NFP with exposure to relevant accounting processes * CPA/CA qualified * Demonstrated ability to produce and deliver accurate and timely financial information * Demonstrated experience in training staff in financial processes * Demonstrated knowledge of accounting concepts and month end accounting processes * Advanced Microsoft Excel skills * Experience in using Tencia and Crystal reporting desirable. | | | | | | |
| **Experience & Knowledge** | | * Demonstrated experience (5 years plus) in financial operations of a commercial organisation, government agency or NFP with exposure to relevant accounting processes. * Demonstrated experience in managing a small team * Experience in grant acquittals. | | **Attributes** | | * Able to work autonomously * Timeliness – accurately complete multiple tasks and activities within required timeframes. * Developing capability – mentor or coach Finance staff. * Team player – ability to liaise with various stakeholders in the organisation * Excellent verbal and written communication skills |
| **Employee Declaration** | | | | | | |
| I have read this document and agree to undertake the duties and responsibilities as listed above.  I acknowledge that:   * This position description details the accountabilities of the role and provides an indication of the current duties and tasks that I may be required to undertake. Additional or other duties may from time to time be allocated in order to fully meet the responsibilities of the role, team and any organisational objectives. * The measures where included in this document are indicative and will be reviewed with me on an annual basis and that my performance will be evaluated against these measures. | | | | | | |

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| **Employee** |  |
| **Signature** |  |
| **Date** |  |