

POSITION DESCRIPTION: ACCOUNTANT

Position type: Full time (12 month contract)

Location: Wollongong

Job Level: 4



Your Purpose

Contributing to the provision of all financial performance information, inclusive of a range of accounting and budgetary functions.

In order to achieve this goal, the Accountant will maintain a specific focus on general financial accounting and management reporting, budgets/forecasts and associated variance analysis, accounts payable and receivable functions. This will be done through support and team work in an efficient manner and in a way that strives for continuous improvement. The ability to meet staff, management, and regulatory requirements, embed quality outcomes and meet organisational financial goals will be critical to success.



Your Responsibilities

SERVICE DELIVERY

- Preparation of the following including but not limited to;
 - financial and management reporting and analysis
 - accruals
 - provisions and prepayments
 - budgets/forecasts
 - accounts payable/receivable
 - and related functions
- Assist the Finance Manager in preparing the Statutory financial accounts and related notes to be presented to the Board for approval.
- Undertake reconciliations for bank accounts and other general ledger accounts as directed.
- Undertake the accounts payable and receivable roles when required, and assist with /backup other accounting functions as required.
- Assist the Finance Manager in ensuring the facilities, software, data management and equipment requirements of the finance team are optimised as a means of driving improved business performance.

- Provide information and assistance to External auditor, Appointed Actuary, and Internal auditor and other third parties as and when required.
- Assist in the maintenance of the company's fixed assets register.
- Adherence to company cultural markers.

RISK CULTURE

- Actively engage in risk training, refresher courses and risk culture surveys to ensure understanding how risk management is a part of Peoplecare's vision, mission and values at Peoplecare.
- Value risk management and its benefits, performance and outcomes for Peoplecare.
- Feel comfortable reporting bad news and events knowing that Peoplecare will learn from these; we're committed to continuous improvement and prompt rectification. You can make a difference!
- Comply with Peoplecare Policies, relevant laws and regulations, including APRA Prudential Standards that may apply.

TEAM WORK

- As part of the finance team, participate in team initiatives, and assist in promoting excellence in information provision to the Board, Senior Managers and other users within the organisation.
- As a member of the finance team assist to develop a business oriented culture based on initiative, innovation, cost effectiveness and exceptional member service.

PROJECTS /SELF DEVELOPMENT

- Undertake improvement based project work as assigned by Finance Manager from time to time.
- Assist the Finance Manager in improving the accounting system, policies and procedures to improve the efficiency and effectiveness of the finance team and its systems and processes.
- Undertake a proactive involvement in self-development and action plans outlined from individual performance review.
- Participate in change programs aimed at improving the business performance of the fund and the finance team.

PROCEDURAL/REPORTING

- Complete statutory and regulatory compliance activities within your responsibility appropriately and within timeframes required, including but not limited to;
 - APRA quarterly and annual reporting
 - Ambulance levies
 - Quarterly BAS Return
- Process claim adjustments and associated reporting.
- Process period end journals including accruals, prepayments and fixed asset entries.
- Prepare and develop monthly and quarterly financial accounts/ reporting suite.
- Assist in preparation of quarterly reporting.



Your Team

REPORTS TO

Manager – Reporting & Budgeting

COLLABORATES WITH

- Executive Team
- Management Team
- Finance Team
- Customer Services Staff
- Business Solutions and Support
- People, Culture & Capability
- Marketing
- Auditors – External and Internal
- Appointed Actuary
- Regulator
- Other Service Providers

AUTHORITY

- Financial approval as per delegations policy.
- Contribution to changes to policies and procedures.
- Reporting deliverables.
- Process improvements.
- Adherence of staff compliance to policies and procedures.



Your Goals

You will have objectives that will need to be achieved and this will be discussed with your manager in detail.

Your Challenges

- All business requirements, projects and tasks are completed accurately and on time as per the monthly/quarterly/annual timetables
- Contribution and participation in team and improvement activities
- Positive progress is made toward personal development.



Your experience, quals & skills

EXPERIENCE

- Experience in a financial service organisation
- Experience in analysis and interpretation of data
- Understanding of Health Insurance industry
- Exposure to privacy act requirements, EEO, HR principles in relation to workplace practices, WHS, anti-discrimination, anti-bullying

QUALIFICATIONS

- Degree qualification in accounting (or equivalent)
- 2 years or more accounting experience
- CPA/CA qualification (or working towards)

SKILLS

- Continuous improvement orientation
- Skills in quality/process improvements
- Strong attention to detail
- Advanced analytical skills
- Excellent communication and presentation skills (verbal & written)
- Ability to work to deadlines
- Proficient in Microsoft office (Excel, Word, Outlook)
- Proven computer literacy
- Well-developed organisational and time management abilities
- Relationship management and networking skills
- Negotiation & decision making skills
- Able to identify and manage risks and issues
- Well-developed interpersonal acumen



You

- Self-motivated and willing to learn
- Interest in learning and using technology
- Demonstrate initiative and achievement drive
- Performance and improvement focussed
- Culturally sensitive
- Have control over emotions, be polite, courteous, patient
- Have control over vocabulary (no cursing/swearing)
- Mature in approach
- Trusting, trustworthy and approachable

- A team player
- Fair and equitable when dealing with staff and members
- Displays empathy when required
- Ability to effectively handle pressure



**Our
White Ribbon
Commitment**

"To create a workplace in which women are free from violence, and where gender equity is valued and realised and that these values are supported and promoted in our community".