

Employment

# Position Description

<b>Position:</b>	Financial Accountant
<b>Award:</b>	Lyndoch Living (Health and Allied Services, Manager and Administrative Officers) Enterprise Agreement 2016-2020
<b>Classification:</b>	As per Enterprise Agreement. Dependant on qualifications and experience
<b>Status:</b>	As per Contract of Employment
<b>Qualifications:</b>	Tertiary qualifications and experience entitling the incumbent to membership of the Australian Society of CPA's or CA or prepared to undertake CPA or CA qualification

## Position Objective(s)

To provide a dynamic and high level financial accounting function within a growing and diverse organisation as part of the Finance Team.

This pivotal role will contribute to the efficient and effective management of Lyndoch's financial services to enable maximum support to be delivered to the care, community, business and support services divisions in accordance with:

- Australian Accounting Standards
- Relevant State and Commonwealth regulations
- Policies and Procedures of Lyndoch
- Standard conditions of funding

This role further provides key support to the Manager Accounting Services in providing accounting services, including management and statutory reporting requirements.

## Lyndoch Living Vision

By recognising each person for the individual they are, we will strive to provide them with the specific services, care and support they need to enjoy a lifestyle that is their own – dignified, engaging, fulfilling and rewarding.

## The Lyndoch Way

To support a positive work environment and culture that we believe will best fit the future we are strategically planning for, "nine pillars" have been identified.

### **One Team**

We value and recognise individuality as a vital part of developing a unified voice.

### **Pride**

We support pride and passion in our work and in doing so, we attract others who share our values.

### **Welcoming Workplace**

We encourage warm, friendly and respectful interactions across all aspects of our service.

### **Yes Culture**

We always start with 'yes' in every deliberation.

### **Customer Service**

We ensure that customers feel engaged and valued in every interaction.

### **Innovation**

We will enhance our services and exceed customers' expectations, by embracing innovation and fresh ideas.

### **Fun and Enjoyment**

We recognise that fun and enjoyment are critical to success.

### **Social Purpose**

Through the social conscience of our staff and consumers we actively engage with causes that impact our local community

### **Safety**

We actively promote safety through the provision of innovative and high quality training, monitoring of risk, and compliance with OHS regulations

## Key Responsibilities and Duties

Working under the direction of the Manager Accounting Services and Chief Operating Officer, this position will assist the finance team with any tasks that may be required to ensure finance is maintained, processed and reported in a timely and accurate manner including;

### **Finance**

- Month end and year end reporting processes
- Assist with preparation of statutory reporting
- Maintenance of asset register and asset revaluation processes
- Assistance with internal and external audit processes
- Oversee and assist as required the payroll and finance function including implementing procedures, reviewing payroll reports, analysis and compliance to ensure efficient and effective processing
- Coordinate treasury management and cash flow forecasts
- Develop and coordinate the quality assurance activities for the finance department
- Assist with policy developments and reviews related to finance
- Support the finance team in managing the day-to-day functions of the finance department
- Review the staff profile and adjust where necessary to maintain the integrity of reports and the internal staff profile, advise on funding available for staffing requirements
- Provide technical and professional support and advice to staff and managers on all finance related matters including, budgets, payroll, business analytics and reporting

- Assist staff with problems, and recommend action to be taken.

## Reporting & Special Projects

- Assist with preparation and interpretation of annual budgets and re-forecasts including design and implementation of the budget framework and long term financial modelling
- Assisting Department managers with capital expenditure business case development and analysis
- Assistance with the development and coordination of month end management and KPI reporting including dashboards for Directors and Department managers
- Conduct programmed audits into operational and financial procedures and the safeguarding of assets
- Fortnightly wage and variance reporting and analysis
- Liaise with senior staff to obtain and present information
- Assist with the analysis and evaluation of commercial opportunities and other ad hoc projects
- Preparation and completion of external tenders including management of procurement process and contracts
- Review existing computer software effectiveness with a view to enhancing its functionality and develop software to meet changing requirements

## Organisational Relationships

**Reports to:** Manager Accounting Services

**Internal Contacts:** All Lyndoch staff, consumers, families

**External Contacts:** Members of the public, contractors, suppliers, auditors and government departments.

## Specialist Knowledge and Skills

The following knowledge and skills are required to be utilised:

- A sound understanding of computer systems and operations plus relevant software.
- Excellent budgeting and accounting skills with a sound working knowledge of reporting requirements and the Australian Accounting Standards.
- Experience in statutory, financial and management reporting
- An understanding of the health and aged care sectors is preferred but not a requirement
- An ability to analyse, interpret financial data, and an ability to relay that information to others in an appropriate and professional manner.

## Management Skills

The following management skills are required to be utilised:

- Ability to prioritise and complete tasks to an agreed time frame.
- Aptitude to manage, coordinate and respond to multiple and often competing demands in a timely and appropriate manner.

- Experience in leading and/or managing staff.

## Interpersonal Skills

The following interpersonal skills are required to be demonstrated:

- Ability to communicate effectively in both written and verbal forms.
- Excellent communication and interpersonal skills including proven ability to deal with a diverse range of people.
- An aptitude for being an affective part of a team, and leading staff.

## General

- Conduct work in line with all relevant OH&S legislation and in accordance with organisational policies and procedures.
- Participate in quality activities within the work area to improve the efficiency of the Department.
- Participate in relevant training to ensure continued professional development for the betterment of the organisation.
- There is an expectation that the role will include direction to perform other duties that must be reasonable in relation to the employee's skills and abilities.

## Agreement

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms and Conditions of Employment and I agreed to abide by terms and conditions stipulated therein.

Name (Please print)	
Signature	Date

Authorised by: Chief Operating Officer

Date: April 2021