



POSITION DESCRIPTION

Job Title:	Accountant	Reporting To:	Chief Financial Officer
Department/Group:	Head Office	Travel Required:	Nil
Location:	Hobart	Position Type:	Ongoing Part-time 0.6 FTE
Level/Salary Range:	Salary \$65,000 FTE + Super + PBI Salary Packaging = Commercial equivalent salary of around \$75,000	Leave (Pro-rata):	25 days annual leave (pro-rata) 10 days personal leave (pro-rata) Other leave as per National Employment Standards
Position Contact:	Brent Walker brent.walker@beaconfoundation.net	HR Contact:	Alice Richards recruitment@beaconfoundation.net

ROLE (PURPOSE):

Day to day management of the General Ledger and the provision of timely and accurate data for internal reporting purposes and to ensure compliance with various regulatory requirements.

KEY ATTRIBUTES (BE):

- Desire to create better opportunities for young Australians and demonstrated commitment to and understanding of the Beacon Foundation's core values of passion, team, professionalism, flexibility and innovation
- Highly organised and systematic but flexible and adaptable
- Excellent client centric interpersonal and communication skills with the ability to build and maintain collaborative and productive relationships
- Ability to self-motivate, work independently and as part of a broader team
- Sound numeracy, analytical, problem solving and decision making skills reflecting strong attention to detail
- Strong initiative and drive to actively seek opportunities and pursue them
- Ability to manage competing priorities, embrace change and thrive in a busy environment
- Strong Microsoft Office Suite skills and interest in technology
- Maintain high standards of work practices and ensure professionalism, integrity, respect and confidentiality
- Adaptable and resilient enabling personal performance and productivity levels to be maintained in challenging situations
- Support and promote the work of Beacon and maintain a positive image of the organisation

KEY RESPONSIBILITIES (DO):

- Process accounts receivable, accounts payable and employee expense claims
- Prepare month-end and year-end closing tasks, including but not limited to, revenue recognition and other journals as required, balance sheet reconciliations and ledger close
- Prepare and process fortnightly payroll and monthly superannuation payments
- Ensure compliance with applicable accounting standards, *Income Tax Assessment Act*, *Superannuation Guarantee Act*, Australian Securities and Investments Commission (ASIC) and Australian Charities and Not-For-Profits Commission (ACNC) reporting requirements and various state fundraising acts
- Coordinate the annual audit process including preparation of the statutory accounts and accompanying audit papers
- Maintain current systems for the effective collection and reporting of information

- Manage bank relations, daily cash administration and forecast, track and monitor cash flow
- Maintain an accurate employee leave register and report on employee entitlement balances and annual leave roster
- Undertake basic Company Secretarial tasks as instructed by the Chief Financial Officer
- Effectively retain and record information and ensure activity is captured and reported in a timely fashion
- Adhere to Beacon Foundation policies and procedures and meet internal administration requirements including Key Performance Indicators, budgets and reporting
- Ensure strong relationships with Beacon staff at a local and national level and participate in Beacon Foundation professional development opportunities including conferences and workshops
- Build and maintain collaborative and productive relationships with internal and external stakeholders
- Undertake other ad hoc duties as required

QUALIFICATIONS, EXPERIENCE AND CHECKS:

- Tertiary qualifications in Commerce, Accounting or related discipline essential
- Demonstrated minimum of 3 years' experience in the delivery of accounting and transaction processing operations in a small-medium sized organisation
- Competency in the use of Accounting/Payroll software packages and strong Microsoft Office skills, particularly Excel
- Sound knowledge of the *Corporations Act 2001* and Australian Accounting Standards
- Studying towards, or membership of, the Certified Practising Accountants of Australia or the Institute of Chartered Accountants Australia
- The successful applicant will require a satisfactory National Criminal History Check and Working with Vulnerable People Check.

HOW TO APPLY:

Please email your application to recruitment@beaconfoundation.net. Applications must include:

- A cover letter/statement of no more than two pages outlining your skills and experience against the above Key Attributes; Key Responsibilities; Qualifications and Experience;
- Detailed CV; and
- Contact details for two recent referees best placed to comment on your skills in relation to the position.

SALARY PACKAGING:

As Beacon is a Public Benevolent Institution (PBI), salary packaging is available. Salary packaging enables you to reduce the amount of income tax you pay and therefore increases your take-home pay. Packaging of up to \$18,550 per annum (1 April – 31 March) for General Living and Meal and Entertainment expenses is available from your pre-tax income. Individual circumstances may impact your total benefit. For more information, please visit www.accesspay.com.au

Approved by Scott Harris – Chief Executive Officer – May 2018