

JOB DESCRIPTION

Effective as of: August 2017

GROUP ACCOUNTANT
YMCA ADMINISTRATION

POSITION LEVEL	Part-time - Non Award
REPORTS TO	Group Manager, Finance (or other person who may, from time to time, be nominated)
PRIMARY RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Responsible for the timely and accurate production of monthly and end of year financial statements in consultation with the Group Manager, Finance (I&E's, Balance Sheets, Cash Flow Statements, Fundraising Statements, etc.) 2. Month end reconciliations (debtors, creditors, bank accounts, grants in advance, intercompany accounts, etc.) 3. Liaise with establishment managers on finance procedures 4. Complete statutory returns as required (e.g. BAS, Bureau of Statistics, Grant acquittals) 5. Consult with the Group Manager, Finance on regulatory / administrative / accounting matters within scope of responsibilities. 6. Assist in the maintenance, development and improvement of accounting and reporting systems suitable for the present and future needs of the YMCA of Brisbane. Such systems to provide financial information, recording and reporting processes in accordance with modern management and accounting practice. 7. Produce reports and maintain complex spreadsheets and/or databases to record, update, monitor and compile information relating to financial management, contract activities or detailed analysis of current operations and future opportunities. 8. Research, develop and prepare for approval financial policies and procedures as directed by the Group Manager, Finance. 9. Must be aware of and implement the YMCA's Safeguarding Children and Young People policy 10. Training and support of finance staff as directed 11. Provision of expert assistance to the Group Manager, Finance in the maintenance and development of financial reporting models, preparation of monthly financial reports and annual financial statements 12. Liaise with external and internal audit to ensure the timely provision of working papers and explanations sufficient to their needs 13. When required, prepare and conduct training programs relating to financial accounting matters including the development of course material and the delivery through the appropriate channels 14. Preparation and testing of accounting work instructions. 15. Respond to work-related directions and requests in a courteous, professional and timely manner 16. Maintain correct security procedures 17. Maintain the confidentiality of information, records and files relating to the YMCA of Brisbane, including related entities. 18. Assist in the preparation of budgets for all cost centres and the monitoring of actual results against budget and cashflow forecasts. 19. Maintain the quality system and report any deviations from the intended system to immediate supervisor. 20. Maintain work environment so as to minimise risk to both customers and staff. 21. Report identifiable risk so that immediate action can be taken. 22. Uphold and promote the policies and mission of the YMCA of Brisbane including compliance with all practices in the "YMCA Quality Manual" 23. Comply with the YMCA's Occupational Health and Safety Policies and Procedures, including those relating to your specific role as found in the OHS Management: Roles and Responsibilities document 24. Any other duties that may be determined from time to time by the Chief Executive Officer

**KNOWLEDGE,
EXPERIENCE AND
QUALIFICATIONS**

1. Relevant degree in Accounting or Commerce and CPA/ICAA qualified coupled with extensive experience in a similar role;
2. Strong working knowledge of Microsoft Excel;
3. The ability to think both commercially and with a pragmatic business focus;
4. Demonstrated knowledge of financial management and accounting systems and principles;
5. Demonstrated knowledge in the preparation and monitoring of budgets and financial statements;
6. Exposure to IFRS Accounting Standards;
7. Excellent written and verbal communication skills;
8. Strong attention to detail;
9. Possess, or be willing to obtain, a positive notice Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000;
10. Be willing to undergo a Criminal History Check.
11. Achievement of YMCA's Safeguarding Children Training Certificate.

Authorised By: _____