



Accountant

OVERVIEW

DIVISION: Finance and Corporate Services

POSITION REPORTS TO: Senior Accountant

DIRECT REPORTS: Nil

DATE PREPARED: 23 December 2020

Vision

Aboriginal Housing Victoria (AHV) is an Aboriginal community organisation responsible for managing more than 1,500 rental properties for Aboriginal and/or Torres Strait Islander people living in Victoria.

Our vision is to ensure that Aboriginal Victorians secure appropriate, affordable housing as a pathway to better lives and stronger communities.

In addition to being the largest Aboriginal Registered Housing Agency in Australia, AHV is the lead agency for Victoria's Aboriginal housing and homelessness policy, *Mana-na worn-tyeen maar-takoort*. As the housing policy lead in the Aboriginal community, AHV has responsibility to work in partnership with the Government to secure the resources and reforms to implement the policy, while we support sector development to empower Victoria's Aboriginal community to determine its chosen housing future.

AHV's housing services are targeted to those most in need of support. Through the provision of secure housing by an Aboriginal landlord, AHV helps strengthen and maintain Aboriginal communities and cultural ties.

Values

Aboriginal cultural values underpin AHV's values. Our values provide an ethical framework within which all decisions are made and our services are delivered. Our values guide how we relate to our clients, each other and to the Aboriginal and non-Aboriginal community.

Respect and support for Aboriginal identity and culture and for our tenants and stakeholders

Striving for excellence through leadership in Aboriginal housing and best practice service delivery

Integrity, trust and honesty in all our business activities

Collaborative relationships with our community, tenants, government and stakeholders

Kindness, compassion courtesy and dignity in our relationships with our clients, our stakeholders and with each other

AHV is as a workplace taking active steps to stop men's violence against women and has a zero tolerance approach to violence in any form.

KEY RESPONSIBILITIES

1. Prepare/assist/review the preparation of periodic accounting and financial reports including the Income Statement, Balance Sheet, and Cash Flow Statement.
2. Prepare/assist/review all balance sheet reconciliations on a periodic basis including debtors, creditors, general and specific accruals, salary and employee benefits, leave provisions, current and long term assets and liabilities.
3. Prepare/assist/review bank reconciliation statement on a periodic basis.
4. Process daily rent receipts and liaise with tenancy division to resolve associated issues.
5. Prepare/assist/review the mandatory tax and other regulatory payments including PAYG, BAS, Superannuation, WorkCover and FBT and ensure they are processed within stipulated time frames.
6. Prepare periodic regulatory and other reports.
7. Prepare/assist/review the preparation of all information, reports and analytical work prior to the annual external audit and provide relevant information and assistance for the external audit process.
8. Prepare/assist/review all operational payment obligations including payroll, vendors and other special payments.
9. Assist in the preparation of the daily/weekly/monthly cash flow projections.
10. Participate and assist in maintaining the highest quality accounting and financial practices by reviewing and updating relevant financial and accounting policies and procedural manuals on a regular basis with other finance staff.
11. Prepare/assist/review annual and long-term budgets and supporting information and analysis.
12. Embrace the concept of teamwork at all times.
13. Assist and work with the Finance team in monitoring the financial and accounting reporting systems at all times and where necessary discuss issues and suggest improvements to SDM.
14. Ensure integrity of data and information produced directly or indirectly through SDM at all times and review all accounting and financial information produced by SDM on a regular basis.
15. Carry out any other task assigned by CFO from time to time including new responsibilities and changes to above tasks.

QUALIFICATIONS AND LICENSES

- Tertiary qualifications, preferably in accounting or commerce or demonstrated equivalent experience, knowledge and skills. Those studying towards CPA, CIMA with relevant experience will also be considered.
- Advanced knowledge of Excel is preferable.

KEY SELECTION CRITERIA

1. Tertiary qualifications, preferably in accounting or commerce or demonstrated equivalent experience, knowledge and skills.
2. Sound knowledge of accounting policy, practice and statutory requirements; ability to analyze and report on standard statutory accounts.
3. Good presentation, communication, negotiation and interpersonal skills, with the ability to successfully communicate and liaise with people at all levels.
4. An ability to meet deadlines and resolve complex issues.
5. Absolute discretion when dealing with confidential information.

6. Proven experience with PC based integrated accounting software and strong computing skills including Microsoft Office suite in particular a superior knowledge of Excel.
7. Awareness and appreciation of Australian Indigenous societies and cultures and an understanding of the issues affecting Indigenous people in contemporary Australia and the diversity of circumstances of Indigenous people.

EMPLOYMENT CONDITIONS

- Terms and conditions of employment are as per the Contract of Employment.
- AHV is an equal opportunity workplace.
- AHV promotes a smoke-free workplace.
- A current National Police records check and relevant valid state Working with Children Check are required.
- Attend mandatory and other training as required.