



POSITION DESCRIPTION

ACCOUNTANT – BUSINESS PARTNER

OVERVIEW

PROGRAM	Finance
POSITION REPORTS TO	Finance Manager
DIRECT REPORTS	0
IDENTIFIED POSITION	No; Aboriginal and Torres Strait Islander candidates encouraged to apply
DATE PREPARED	November 2024
AWARD	SCHCADS Level 5

ORGANISATION CONTEXT

About

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

Aboriginal Housing Victoria (AHV) is an Aboriginal¹ community organisation responsible for managing more than 1,600 rental properties for Aboriginal 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 woorn-tyeen maar-takoort*. As the housing and homeless policy lead in the Victorian 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 rental provider, 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 also committed to promoting and protecting the interests and safety of children.

¹ Throughout this document the term "Aboriginal" is used to refer to both Aboriginal and Torres Strait Islander people.

PROGRAM INFORMATION

The Finance department delivers on AHV's financial accountabilities, incorporating treasury management, taxation obligations, remuneration services, statutory reporting, financial business planning and budgeting, asset accounting and accounts payable function. The department ensures strong fiscal outcomes through robust internal control systems and processes whilst ensuring all regulatory and legislative obligations are met.

PURPOSE OF THE POSITION

The Accountant will be part of the Finance Team and will be primarily responsible for ensuring the accurate recording, classification, and reporting of financial transactions.

The incumbent will be expected to provide support to the Chief Finance Officer and the wider finance team in general and to work towards meeting the required processing and reporting deadlines and as per AHV policies and procedures, legislative requirements and internal practices.

This role will support AHV in its contribution to the self-determination and self-management of the Victorian Aboriginal Community by ensuring that the organisation is able to meet its key financial objectives by maintaining the highest quality accounting and financial practices.

The position reports to the Finance Manager.

KEY RESPONSIBILITIES

- Preparation of periodic accounting and financial reports including the Income Statement, Balance Sheet, and Cash Flow Statement
- Prepare/review 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.
- Supervising the process of daily rent receipt and completing the monthly rent ledger reconciliations.
- Accurately recording, classifying, valuing, depreciating, and managing the reporting of an organization's assets, ensuring proper financial tracking, compliance, and internal controls.
- Prepare/assist the mandatory tax and other regulatory payments including PAYG, BAS, Superannuation, Workcover, PLSA and FBT and ensure they are processed within stipulated time frames.
- Assist in the project reporting and ensure 'completed projects' are duly 'closed off' and transferred to Fixed Assets.
- Assist in the preparation of annual and long-term budgets and supporting information and analysis
- Assist in the payroll process and ensuring timely and accurate payments to employees
- Maintain 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.
- Liaising with external and internal auditors involves providing documentation, addressing queries, and ensuring compliance during audits.
- Business partnering with non-finance staff to develop processes and understanding of financial requirements.
- Provide training and support to management, staff, and other stakeholders.
- Work in collaboration with members of the finance team and staff across AHV.
- Assist and work with the Finance team in monitoring the financial and accounting reporting systems and where necessary discuss issues and suggest improvements to systems and practices.
- Ensure integrity of data produced directly or indirectly through the financial reporting system at all times and review accounting/financial information on a regular basis.
- Carry out other tasks as assigned by the CFO from time to time including new responsibilities and changes to above tasks.
- Exercise a duty of care to work safely, taking reasonable care to protect your own health and safety and that of your fellow workers, volunteers and clients including following safe working procedures and instructions.

QUALIFICATIONS AND LICENSES

- Tertiary qualifications in finance/accounting or business together with Membership or eligibility for membership of a primary professional accounting body (CPA, CA).

KEY SELECTION CRITERIA

- Awareness and appreciation of Aboriginal societies and cultures and an understanding of the issues affecting Aboriginal people in contemporary Australia and the diversity of circumstances of Indigenous people
- A fair knowledge of accounting practices and statutory requirements; ability to analyse standard accounting information.
- Proven experience in accounting, financial reporting and analysis in a similar role.
- Good presentation, communication, negotiation and interpersonal skills.
- Demonstrated capacity to apply absolute discretion when dealing with confidential information.
- Demonstrated capacity to work both independently and as part of a team.
- Experience with PC based accounting software and good computing skills including Microsoft Office suite in particular a good knowledge of Excel.
- Ability to work well in a team environment and collaborate across departments, including with internal and external auditors.

EMPLOYMENT CONDITIONS

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