



Position Description

Financial Accountant

Job family	Corporate Services (CS)
Award	Social, Community, Home Care & Disability Services Award 2010
Reporting to	Chief Executive Officer
Directly supervising	Not applicable
Date prepared	July 2021

PROVIDING ALL LIVING SUPPORTS (PALS)

PALS assists people living with a disability, their families and carers to consider how they might live their best life. PALS assists people to meet their needs, goals and aspirations – we aim to facilitate access to the best support and services available in your communities. PALS aims to provide high quality outcome and evidence-based supports that meets individual needs.

Our Vision

A fully inclusive community where all people achieve their potential.

Our Mission

Co-ordinate, strengthen and improve services which connect people to their community

Our Values

Participation, Choice, Dignity & Respect, Innovative, Accountability, Responsive.

POSITION PURPOSE

Reporting to the CEO, the Financial Accountant is responsible for the preparation, processing and recording of all accounting data for the service. This includes responsibility for all activities relating to the maintenance of the service's General Ledger. The Financial Accountant will provide accounting advice to the CEO as required to ensure that PALS Inc complies with relevant standards and legislation.

CORE RESPONSIBILITIES AND ACCOUNTABILITIES

Key responsibility areas	Key performance measures
Review, Update Asset register	<p>Review the register of property, plant and equipment from fixed asset transactions in accordance with legislative and organisational policy and procedures</p> <p>Confirm the determined method of calculating depreciation in accordance with organisational & external requirements</p> <p>Maintain asset register and associated depreciation schedule in accordance with organisational policy, procedures and accounting requirements</p>
Record general journal entries for balance day adjustments	<p>Record depreciation of non-current assets and disposal of fixed assets in accordance with organisational policy, procedures and accounting requirements</p> <p>Adjust expense accounts and revenue accounts for prepayments and accruals</p> <p>Record bad and doubtful debts in accordance with organisational policy, procedures and accounting requirements</p> <p>Adjust ledger accounts for inventories, if required, and transfer to final accounts</p>
Prepare final general ledger accounts	<p>Make general journal entries for balance day adjustments in general ledger system in accordance with organisational policy, procedures and accounting requirements</p> <p>Post revenue and expense account balances to final general ledger accounts system</p> <p>Prepare final general ledger accounts to reflect gross and net profits for reporting period</p>
Prepare end of period financial reports	<p>Prepare revenue statement in accordance with organisational requirements to reflect operating profit for reporting period</p> <p>Prepare balance sheet to reflect financial position of business at end of reporting period</p> <p>Identify and correct, or refer errors for resolution in accordance with organisational policy and procedures</p>
Check and verify supporting documentation	<p>Identify, check and record information from financial documents</p> <p>Examine supporting documentation to establish accuracy and completeness, and to confirm authorisation by required personnel</p>
Prepare and process banking and petty cash documents	<p>Enter and balance deposits and withdrawals according to organisational procedures</p> <p>Confirm the validity of cheques and electronic payments before processing</p> <p>Reconcile banking documentation against organisation's financial records</p> <p>Check, process and record petty cash claims and vouchers, and balance petty cash book according to organisational procedures</p>
Oversee preparation of and process payable and received invoices	<p>Oversee the preparation of invoices according to organisational policies and procedures</p> <p>Check invoices against source documents for accuracy and correct identified errors</p> <p>File invoices and related documents for auditing purposes</p>
Prepare journals	<p>Prepare required journal entries within organisational timeframes</p> <p>Confirm authorisation of journals by required personnel, and process</p>

Key responsibility areas	Key performance measures
	them according to organisational policies and procedures
Update financial data and systems	<p>Post journals to ledger in line with organisational input standards</p> <p>Enter data into system according to organisational input standards and allocate transactions to system and accounts</p> <p>Update related systems to maintain integrity of relationships between financial systems</p>
Review / improve deposit facility and lodge flows	<p>Review / Select deposit facility appropriate to banking method to be used</p> <p>Review / Apply security and safety measures required for banking method according to organisational policies and industry and legislative requirements</p> <p>Obtain and file proof of lodgement according to organisational protocols</p>
Finalise trial balance and interim reports	<p>Determine scope of any special transactions to be made, and process the transactions</p> <p>Complete cash and credit journals and post to general ledger</p> <p>Extract and check trial balance and prepare other required interim reports</p> <p>Review trial balance and interim reports for accuracy and completeness</p> <p>Finalise and file trial balance and interim reports according to organisational and regulatory requirements</p>
Compile and analyse data	<p>Systematically code, classify and check data for accuracy and reliability according to organisational policy, procedures and accounting standards</p> <p>Use conversion and consolidation procedures to compile data according to organisational policy and procedures</p> <p>Transfer data to computerised systems as required</p> <p>Record valuations in compliance with accounting standards</p> <p>Identify and record effects of taxation</p>
Prepare reports	<p>Present charts, diagrams, tables and supporting data in required format</p> <p>Prepare reports according to statutory and ethical requirements, and organisational procedures relating to conflict of interest, confidentiality, and disclosure requirements</p> <p>Confirm that structure and format of reports are clear and comply with statutory and organisational requirements</p> <p>Review statements and data for errors and compliance with statutory requirements and organisational procedures, and amend as required</p>
Review corporate governance requirements	<p>Identify and analyse corporate governance and ethical requirements to determine their application to operations</p> <p>Seek clarification on the application of corporate governance requirements from authoritative sources</p> <p>Review and develop internal control procedures that apply corporate governance requirements to internal operations</p>
Implement internal control operating procedures	<p>Maintain and review financial delegations and accountabilities to ensure consistency and compliance with internal control procedures</p> <p>Produce, review and distribute required reports within agreed timeframes</p>

Key responsibility areas	Key performance measures
	<p>Develop timetables for implementing corporate governance requirements, in consultation with stakeholders</p> <p>Detail and document internal control procedures in standardised formats to promote consistency of use</p>
Monitor internal control operating procedures	<p>Develop applications of corporate governance requirements from authoritative sources and based on industry-standard practices</p> <p>Report on performance indicators of internal operations to evaluate their compliance with internal control procedures</p> <p>Identify and evaluate variations in adopting corporate governance requirements in operations to determine their causes</p> <p>Develop and implement modifications to procedures to facilitate their compliance with internal control procedures</p>
Assess options	<p>Identify statutory requirements from assessment of terms of reference, and client objectives and obligations</p> <p>Review and analyse client activities and procedures to establish familiarity with systems and guide selection of appropriate audit methodologies</p> <p>Develop financial audit methodologies to identify significant features of audit and establish criteria for conducting audit in accordance with professional auditing standards</p>
Identify information sources	<p>Identify audit financial data sources from evaluation of organisation's information systems</p> <p>Create audit lines of enquiry to support audit objectives and reduce audit risk to acceptable level</p>
Determine audit strategies	<p>Establish client financial business characteristics from analysis of general economy, industry and client's provided information</p> <p>Assess client's inherent financial risk through value chain risk analysis</p> <p>Identify internal control procedures for financial transactions through discussion with client and established professional standards</p> <p>Ensure audit methodologies use established sampling and selection techniques in manner consistent with internal control procedures and substantive testing</p>
Schedule resources and timelines and monitor progress	<p>Establish timeframes and allocate personnel to functions and tasks based on audit lines of enquiry</p> <p>Review resource use regularly, and develop and monitor intermittent reports with resource allocation and timeframes adjusted through discussion and agreement with client and in accordance with professional accounting standards</p>
Review data and verify statements	<p>Identify significant strengths and weaknesses in controls and rank in accordance to audit objectives</p> <p>Obtain and evaluate evidence on financial systems and controls under review using established testing procedures and in accordance with criteria identified in audit methodology</p> <p>Test management assertions to achieve audit objectives</p> <p>Gather sufficient appropriate audit evidence as basis for expert opinion</p> <p>Verify financial statements as materially misstated or correct</p>
Determine reporting formats	<p>Identify and document financial operational functions, services and systems in accordance with standard formats</p> <p>Ensure format is consistent with documentation requirements of auditor and professional auditing standards</p>

Key responsibility areas	Key performance measures
	Formulate and provide financial audit opinions, including recommendations, to client in established and acceptable format

MANDATORY REQUIREMENTS & QUALIFICATIONS

Essential:

- Tertiary qualification in a relevant field
- Proven accounting management expertise
- Current satisfactory Police Check
- Current valid Driver’s Licence
- Knowledge of Disability Services

Desirable:

- Appropriate post-graduate qualification

KEY SELECTION CRITERIA

- Highly developed interpersonal skills- we are seeking a motivated, empathetic and engaging individual.
- Highly developed project management skills.
- Excellent written and verbal communication skills.
- Analytical skills including the ability to develop businesses cases and prepare funding submissions.
- Demonstrable skills in using sound judgements in complex situations.
- Evidence of working collaboratively in a team environment.
- Computer literacy, including experience with the internet, email, databases and word processing.

Signed: _____

Dated: _____

Signed: _____

Chief Executive Officer

Dated: _____