



Values Guiding Our Behaviour:

Empowerment | Participation | Support | Accountability | Freedom of Choice

POSITION	LOCATION	REPORTING RELATIONSHIP
Accountant	Main Office, East Victoria Park	Chief Financial Officer

ORGANISATIONAL CONTEXT

History

WA Blue Sky was established by a small group of families who had a vision to see their children with disabilities have every opportunity of living a life that was inclusive and part of the community and importantly, would meet their support needs as the families withdrew and were no longer able to provide care.

About Us

WA Blue Sky provides a wide range of high quality services for people who require support for one or more reasons. We believe in the basic human right to make life of choice. We respect each person we support as an individual with plans for the future and will work alongside them to create tailored supports towards these plans.

PRIMARY FUNCTION

The Accountant assists the Chief Financial Officer in the provision of Financial and Management Reporting to support the organisational objectives, and to enable WA Blue Sky to meet its financial compliance obligations.

This position will be responsible for providing generalist accounting support to the Corporate Services, processing accounts payable, accounts receivable, payroll, banking tasks and other end of month financial management tasks as required.

You will liaise effectively with the site team to ensure the accurate and timely recording of financial information in accordance with policies and procedures. The position requires a specialist range of technical skills and experience in finance systems and broad organisational and communication skills in office processes.

KEY RESPONSIBILITIES

FINANCIAL OPERATIONS AND REPORTING

- Maintain financial records in accordance with Australian Accounting and Auditing Standards, including reconciliations, journal entries and assist with preparation of audit working papers
- Timely end of month procedures under the guidance of Chief Financial Officer
- Preparation of data for monthly finance report and KPIs as appropriate
- Producing standard and ad-hoc reports and other assistance as required
- Respond to requests for financial information and analysis as determined
- Liaise with internal and external stakeholders as required on financial matters under the direction of Chief Finance Officer

BUSINESS PROCESSES AND COMPLIANCE

- Oversee the maintenance of database records related to Corporate Services where applicable e.g.



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- Supplier/ contractor agreements
- Finance compliance register for ATO and follow up actions
- AusKey
- Centrelink
- Proactively seek communication and feedback on financial procedures and processes to enable continuous improvement
- Assumes responsibility for business process development and standardisation as delegated by the Chief Financial Officer

SUPERVISION AND ACCOUNTABILITY

- Actively participate as a member of the Finance Team with supervision and support to achieve job outcomes
- Work under direct supervision where outcomes are clearly monitored and support available
- Respond to finance transactions queries in a transparent and timely manner
- Able to work autonomously and with attention to details

INDIVIDUAL COMMITMENT

- Maintains a professional approach in the workplace
- Follows WA Blue Sky Inc.'s conditions of employment, organisational policies and procedures and associated legislative requirements
- Embraces and integrates WA Blue Sky's Inc. Vision, Values and Purpose into all aspects of the role
- Consistently represent the organisation, in a positive and exemplary manner to relevant stakeholders and the community
- Embraces challenges and demonstrates analytical thinking to resolve issues and recommend improvements

KEY OUTCOMES

- Data allocation and analysis in finance and payroll systems
- Compiling month end reconciliations and journals processing
- Assisting the CFO with internal and external reporting and compliance requirements (e.g. basic monthly packs, BAS preparation)
- Provision of on-going financial support and continuous process improvements in corporate services
- Assist with implementing, maintaining and improving internal financial controls
- Maintain an up-to-date knowledge of contemporary accounting and finance practices
- Other ad hoc duties consistent with the position as requested by the line manager



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QUALIFICATIONS, KNOWLEDGE, SKILLS AND ATTRIBUTES

Essential Criteria:

- Demonstrated finance transactions skills and at least two years' experience in Australia of a similar role
- Strong numeric, accounting and analytical skills, as well as strong attention to detail
- Intermediate to advanced level of skill in Microsoft office applications (e.g. Word, Excel, Visio, PowerPoint)
- Proficient with accounting software/ other databases or CRM
- Tertiary qualification in accounting or finance and/or related discipline
- Ability to communicate effectively and efficiently in both written and verbal form
- Ability to problem solve and to give input openly and effectively
- Collaborates with team members to achieve shared outcomes
- Experience in working well with others to achieve shared outcomes
- Demonstrated teamwork including respect, integrity, honesty, trust and support

Desirable Criteria:

- Experience with Dynamics Navision/ BC and KeyPay solutions
- Experience in Disability or aged care sector or a not-for-profit environment

Essential Pre-Employment Requirements

- National Police Clearance and Working with Children Check or willingness to obtain
- Proof of eligibility to work in Australia

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and requirements of the job.

I _____ have read the Job Description and understand the requirements of the position and accept the responsibilities of the post may change in line with the continuous improvements as WA Blue Sky aims to continue to meet its vision, values and purpose and best respond to the needs of Service Users.

Position Holder Signature: _____

Date: ____/____/____

Chief Executive Officer Signature: _____

Date: ____/____/____