

Position Description

Position title:	Assistant Accountant
Position number:	TBC
Business Unit/Branch:	Finance Team - Capability Team
Classification:	SCHADS Level 4
Employment status:	Permanent, Full time
Position reports to:	Head of Finance
Number of reports:	None
Work location:	Melbourne - Flexible
Position contact:	Name: Linda Sim Email: linda.sim@sane.org

Position purpose

SANE Australia exists to make a real difference in the lives of people affected by complex mental health issues through support, research and advocacy.

Our vision is an Australia where people affected by complex mental health issues live long and fulfilling lives, free from stigma and discrimination.

This role is a full time position and reports into the Head of Finance.

This role is responsible for the financial accounting of the organisation and will lead month end processing and payroll oversight. Working as part of a collaborative and supportive finance team, this role is hands-on and is a unique opportunity to make a significant contribution to SANE Australia

Among the key functions required are:

- Monthly general ledger account reconciliations and assistance with month end reporting
- Complete month end journals and bank reconciliations
- Maintaining the fixed asset register in Xero
- Responsibility for the Accounts receivable function – including issuing of debtor invoices
- Resolve any enquiries with debtors and liaise with internal budget owners
- Processing and reconciling of donations and income received into Xero and working with fundraising team to ensure accuracy of such.
- Working closely with an external payroll service provider, and the People and Culture team, to support the accurate processing of the fortnightly payroll.
- Adherence to month end timelines for completion of tasks
- Identify and implement process improvements
- Support the Head of Finance with end of year audit enquiries

We are looking for an experienced assistant accountant who thrives in working in a fast-paced environment across a range of projects and who has potentially worked in delivering finance projects in the mental health or health sectors.

The Position Description is intended as a guide to the performance of your duties and is not an exhaustive list of everything you are required to do when carrying out your duties.

Key relationships

- Finance Team
- Accounts Payable Coordinator
- People and Culture Team
- External Liaisons – Payroll Provider
- All employees

Key Accountabilities

Key Accountabilities	Demonstrated by / Key Performance Indicators)
1. Completion of month end reconciliations – including balance sheet and manual journals	<ul style="list-style-type: none"> • General ledger fully reconciled each month as per month end timetable
2. Issuing of debtor invoicing and management of debtor control	<ul style="list-style-type: none"> • Debtor invoices issued within a timely manner and outstanding debtors are managed within terms
3. Reconciling of donations and income received	<ul style="list-style-type: none"> • All income is allocated correctly and reconciled each month as per month end timetable.
4. Supporting the fortnightly payroll process	<ul style="list-style-type: none"> • Accurate payroll variations are communicated to payroll provider to ensure payroll is processed correctly.
5. Identify and implement process improvements	<ul style="list-style-type: none"> • Effective and efficient procedures maintained

Selection criteria

Essential Requirements

- Strong knowledge and understanding of month end accounting processes and general ledger reconciliations
- Demonstrated initiative and commitment to continuous improvement
- Strong organisational skills, including the capacity to manage competing priorities and meet deadlines
- Previous experience in payroll
- Excellent communication skills and the confidence to manage key internal and external stakeholder relationships
- 3 years plus – experience in similar role

- Qualification in Accounting (or progression towards)

Desirable Requirements

- Previous experience in Xero
- Previous experience in mental health sector
- Experience with Employment Hero and/or HRIS systems
- Experience with salary packaging

Pre-Employment Checks

All appointments to SANE are subject to reference checks and criminal record checks. Some positions may also be subject to a medical check and/or 'Working with Children Check'.

Date PD Adopted:	March 2022
PD Review Date:	March 2024