

Position Description

Position Title:	Accountant
Classification:	Stream C -Specialists, Band 2

Purpose of the Role

This position is expected to maintain the financial records for Marathon Health, ensuring that financial reports are accurate and timely, and provide assistance to the Senior accountant and other members of the Finance team as required

Key Relationships

This position reports directly to the Senior Accountant. You will work closely with the Finance team and management team.

Position Responsibilities

Financial processing

- Processing and maintenance of general ledger accounts
- Prepare general ledger account reconciliation.
- Maintain current and archived financial records.

Communication and Liaison

- Liaise closely with the Finance team and Program Managers to support the implementation of sound financial administration.
- Support Finance Manager and Program Managers to plan the efficient funding for service delivery.

Reporting and monitoring

- Assist with funding budgets and acquittals
- Be responsible for the aggregation and reporting of financial data
- Support with reporting, analysis and interpretation of Programs financial performance.
- Assisting in the preparation of year-end statutory accounts.
- Assist Program Managers with the financial components of program reporting to funding bodies.
- Develop and maintain systems to track provider invoices and program costs and maintain the accuracy and integrity of that data.
- Support the Program Managers to monitor program costs against budgets for completeness and accuracy.
- Variance Analysis around actual results compared to the budget and forecasts by Program.

Other Duties

- Comply with the Work Health and Safety policies and procedures at all times.
- Undertake continuing professional development as required to ensure job skills remain current.

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Attend/participate in out-of-hours meetings and functions as required.

- Participate in staff activities and processes.
- Actively participate in annual performance planning and review activities.
- Other duties as directed from time to time.

Our Values

Staff are expected to demonstrate our **ICARE** values:

- I**ntegrity & Trust
- C**ollaboration & Innovation
- A**chievement & Excellence
- R**espect & Empowerment
- E**mpathy & Understanding

Special Job Requirements

1. Screening including criminal history, working with children check, qualifications, and professional registration may be undertaken prior to commencing employment.
2. Eligibility to work in Australia
3. Valid Australian Driver's Licence.
4. CA or CPA

Note:

This position description is not a duty statement; it is only intended to provide an outline of the key responsibilities of the position. Employees are expected to carry out any duties, within the scope of their ability, that are necessary to fulfil the position objectives.

It is expected that this position description will change over time due to the nature of Marathon Health activities. A flexible attitude to change is expected of staff. Any proposed changes will be discussed with you.

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description.

Signed _____

Date _____

Print Name _____

Selection Criteria

Essential

- Tertiary degree in accounting or other relevant discipline, and CA/CPA qualifications.
- Experience with all elements of the accounting / finance function; Payroll, Accounts Payable, Accounts Receivable, General Ledger and Asset Register.
- Strong skills in Microsoft Excel and demonstrated competence with accounting / finance software packages.
- Ability to analyse financial data and prepare financial reports, statements and projections
- Demonstrated high level of communication skills, both written and oral, including interpersonal, negotiation and consultation skills.
- Knowledge of contemporary forecasting and budgeting techniques.
- Knowledge and experience applying Federal and State financial regulations, including but not limited to those relating to ASIC, ATO and superannuation legislation.

Desirable

- Experience in the health or not-for-profit sector.