

Position Description

Position Title:	Senior Accountant
Classification:	Steam C- Specialists, Band 3

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 Group Manager- Finance and other members of the Finance team as required

Key Relationships

This position reports directly to the Group Manager- Finance. You will work closely with the Finance team and management team.

Position Responsibilities

Reporting and monitoring

- Prepare accounts to reconciled trial balance within agreed timeframes.
- PAYG, FBT and BAS reporting within required timeframes.
- Reviewing financial and data requirements for new funded contracts to ensure their accuracy.
- Maintaining contract register for funded programs and invoices are generated as per contract.
- Overseeing the accounts receivable, accounts payable, general ledger, banking and asset end of month and end of year reporting processes.
- Preparation and management of financial acquittal reporting and delivering these to Program Owners within agreed timeframes.
- Support the Program Owners to monitor program costs against budgets for completeness and accuracy.
- Support financial year audit process and preparation of the end of year Financial Statements.
- Prepare the financial reports for the Finance and Governance committee.
- Preparation of financial forecasting on a bi-monthly basis
- Responsible for delivering insight into potential financial risks and formulating recommendations to senior management.
- Work with the broader finance team on continuous improvement within accounting, identifying opportunities for development of new or refinement of current processes and procedures, that will save time and/or improve the quality of output delivered

Communication and Liaison

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

Quality Improvement

- Document financial policies and procedures.
- Contribute to quality improvement activities.
- Identifying and managing risks that are financial in nature.

Staff Management

- Participate actively in the development, implementation and evaluation of the Finance Annual and Operational Plans.
- Delegate appropriate responsibility for the provision of functions within the Finance Team, whilst retaining overall accountability for the delivery of outcomes.
- Provide positive and professional management to staff.
- Be a positive role model for the team, fostering a culture that is positive, free from blame and forward thinking, while supporting staff to meet their goals.

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.
- 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:

Integrity & Trust

Collaboration & Innovation

Achievement & Excellence

Respect & Empowerment

Empathy & 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.

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.

T 1300 402 585

ABN 86 154 318 975

marathonhealth.com.au

Albury

Bathurst

Dubbo

Wagga Wagga

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

- Relevant tertiary qualification and full professional membership of a recognised accounting body (CA or CPA).
- Significant knowledge and experience in financial management and accounting practices
Experience with all elements of the accounting / finance function; Payroll, Accounts Payable, Accounts Receivable, General Ledger and Asset Register.
- Proven experience in managing and developing a small finance team.
- Strong skills in Microsoft Excel and demonstrated competence with accounting / finance software packages.
- Strong analytical skills to design, produce, and analyse financial reports statements and projections. Ability to analyse financial data and prepare financial reports,
- 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.