

# You've come to the Right Place Accountant

With the first foundation stone laid in 1963 in the Huon Valley; Huon Regional Care is a longestablished provider of quality community and aged care services across Tasmania. You'll find us in three main locations; Franklin, Dover and Nubeena.

Huon Regional Care leads with courage, through integrity; and accountability; we strive to achieve the very best for our people, and the people we care for, empowering the individual.

Huon Regional Care's Purpose, Vision and Values are woven into the fabric of our existence; building individual, team and organisational attitudes; driving our culture.

Our Purpose	Contributing to the dignity, meaning and comfort of people in need
Our Vision	To be the first choice in aged and community care in Tasmania

We Value:

Making a Difference	We put people first We exceed expectations We are always looking for better ways to do things We work collaboratively as a team
Empathy	We endeavour to understand what someone is feeling We are patient and listen We support people with kindness
Excellence	We take responsibility for our decisions and actions We take ownership, we follow through We take pride in our work We find learning opportunities in our mistakes
Integrity	We behave ethically and honestly We show respect to everybody We do the absolute best we can
Courage	We forge ahead even when it's tough We embrace change and welcome diversity We ask for help when we need it We speak up when something needs to be said

## **Position Description**

Position Title	Accountant
Reports to	Executive Manager Finance and ICT (EMFICT)
Significant Working Relationships	CEO, Executive Management Team, Facility Managers, Finance and ICT staff, Government Departments, Board, Auditor,
Location	Franklin Administration Office
Agreement/Award	Contract

## **Position Purpose**

The Accountant reports to the Executive Manager Finance and ICT and is responsible for providing effective and efficient financial and accounting services across the whole organisation. General duties include accounts receivable processing, spread sheeting and backup payroll/accounts payable processing.

#### **Role Accountabilities**

- Accounts payable/receivable data entry
- Provide payroll support and back up processing when necessary and maintain accurate client/staff files and records
- Investigate and resolve queries from clients/suppliers in a timely manner
- Liaise with relevant Government Agencies and undertake funding entry/reconciliation tasks
- Prepare monthly management reports and financial reports for the EMFICT, management and key stakeholders.
- Provide other finance, operational and administration tasks as directed including support and backup of residential and home care billing requirements.
- Undertake financial analysis and modelling when required, assisting with the required reports
- Investigate and resolve queries from service users/staff/families in a timely manner
- Support the finance/admin team as required under guidance from the EMFICT
- Assist with the operational aspects of the insurance policies and the annual renewal process
- Assist with the development and maintenance of relevant financial procedures to ensure effective organisational operations
- Assist with preparation of the monthly, annual financial statements and other statutory reports.

- Assist with preparation of the annual budget and monitoring, researching and analysis of variations to budget
- Assist with maintenance and reconciliation of the Asset Registers in accordance with policy and standard

There is a general requirement to undertake other duties within the scope of the role and other duties deemed relevant to the position

#### **Generic Accountabilities**

To provide clients with high quality support that addresses individual needs and enhanced independence, abilities, community participation and/or quality of life all employees are expected to:

- 1. To demonstrate consideration, understanding and respect for clients and their families at all times in all interactions.
- 2. Ensure personal and team contribution support overall team effectiveness by demonstrating a high level of commitment and efficient follow through of any tasks until completion or as otherwise agreed with the CEO.
- 3. Monitor and report performance against KPIs and take corrective action as required.
- 4. Consult and collaborate with colleagues, managers and subject matters experts (internally and externally) to ensure the best possible outcomes for Huon Regional Care.
- 5. Provide a safe working environment within your area of responsibility, actively participating in and supporting a 'safety first' business culture.
- 6. Ensure compliance with Statutory and Regulatory requirements, and our policies, processes and procedures.
- 7. Emulate and encourage others to adhere to, our values in all work related activities.
- 8. Safeguarding Elderly and Vulnerable People:

Our organisation takes protection of vulnerable people seriously, and as an employee/volunteer of Huon Regional Care, you are required to meet the behaviour standards outlined in our Code of Conduct and Elder Abuse Management Policy ADM12. You will have received a copy as part of your induction. You can also access a copy on SharePoint.

Therefore as a part of your duties and responsibilities, you are also required to:

- provide a welcoming and safe environment for everyone
- promote the safety and wellbeing of everyone to whom we provide services and with whom you work
- ensure that your interactions with people are positive and safe
- provide adequate care and supervision people in your charge
- act as a positive role model
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- maintain a valid National Police Check documentation
- Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to elderly and vulnerable people.

## Selection Criteria

- At least 2 years' experience in finance role
- Demonstrated understanding of office procedures and systems
- Experience with a range of Microsoft programmes
- Strong written and verbal communication and interpersonal skills
- A degree or higher qualification in accounting or an accounting related discipline.
- Experience in a complex multi-disciplinary operating environment such as a local government, public sector or health-related industry will be viewed favourably but not essential
- Demonstrated ability in the advanced application of spread sheeting and the proficient use of the Microsoft suite of products and the operation of computerised accounting systems.
- Demonstrated ability to manage projects which improve service delivery and provide operational efficiencies
- Demonstrated ability to manage competing priorities and effectively manage time to meet deadlines
- Sound research, analytical and problem-solving skills including the ability assist with the development of business plans and other key corporate documents

### **Essential Qualifications/Experience**

- Demonstrated experience in a complex multifaceted environment
- CA/CPA
- Degree in accounting, business or commerce
- Drivers licence

#### **Other Mandatory Requirements**

- Provision of a satisfactory National Police Check.
- Current Flu Vaccination

Version	Effective From	Comments	<b>Review Date</b>
002	May 2020	Position Reviewed	May 2021

I have read and understand my role accountabilities based on this position description. I am aware that in accepting this position, I can meet the responsibilities, requirements and physical demands necessary for the position.

**Employee Name:** 

Signature:

Date: