



## You've come to the Right Place Management Accountant

With the first foundation stone laid in 1963 in the Huon Valley; Huon Regional Care is a long-established 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	<b>Management Accountant</b>
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 Management Accountant is responsible for providing effective and efficient financial and accounting services across the whole organisation. The Management Accountant is responsible for regular management accounting and the processes and controls that contribute to the organisation's management and statutory financial statements.

Under direction of the Executive Manager Finance and ICT, the Management Accountant is a highly productive and functioning member of the team, managing work with technical knowledge and agility. They have a high level of knowledge and are able to complete work efficiently and effectively. They need to work co-operatively with the Finance team, completing assignments and tasks accurately, within corporate and compliance guidelines.

## Role Accountabilities

- Prepare monthly management reports and financial reports for the EMFICT, management and key stakeholders and assist in providing background, insight analysis and commentary on the performance of the organisation.
- Maintain the general ledger system to a high level of integrity so that it supports the preparation of various reports required.
- Oversee and ensure that reconciliations of accounts are undertaken as required and the chart of accounts is maintained.
- 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.
- Liaise with relevant Government Agencies and undertake funding entry/reconciliation tasks.
- Undertake financial analysis and modelling when required.
- Oversee and ensure preparation and lodgement of all regular statutory reports including monthly BAS statements.
- Verify and authorise supporting documentation for fringe benefits calculations as required.
- Assist with the development and maintenance of relevant financial procedures to ensure effective organisational operations.
- Provide guidance and support to the Finance team with ongoing accounts payable/receivable and payroll processing and ensure accurate recording of payments made by the organisation.

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

- Tertiary Qualifications in accounting or an accounting related discipline with a minimum 2 years experience in a commercial role or a senior role in audit;
- Knowledge of accounting systems, financial/internal controls and legislative requirements affecting the not for profit sector would be an advantage;
- Demonstrated ability to manage projects which improve service delivery and provide operational efficiencies;
- Excellent PC skills with advanced Microsoft Excel skills;
- Well developed communication skills;
- Willingness to learn and develop new skills;
- Well developed problem solving skills;
- Professional presentation and manner;
- Time management skills;
- 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.

## Essential Qualifications/Experience

- Demonstrated experience in a complex multifaceted environment.
- Tertiary Qualifications in accounting, business or commerce and CA/CPA qualified.
- Drivers licence.

## Other Mandatory Requirements

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

Version	Effective From	Comments	Review Date
002	July 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:

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Signature:

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Date:

