

JOB DESCRIPTION FORM

ASSISTANT ACCOUNTANT

Position Title	Assistant Accountant		
Service Location	Corporate Services		
Program (if applicable)		Hours	Part-time 38 hours per fortnight
Reporting to	Finance Manager	Award Classification	Level 3
Our Vision	Healthy, inclusive and harm-free communities		
Our Mission	An organisation that provides the highest quality services to make a positive and meaningful difference in the lives of people affected by alcohol and other drugs.		
Our Values	Empower, Respect, Resilience, Hope & Integrity		
Cyrenian House values the uniqueness of individuals who may vary in many different ways, including race, ethnicity, culture, social class, gender, age, religious belief, sexual identity, mental and physical ability. We celebrate and promote this diversity as a strength of our organisation.			
This Position			
<p>The position of the Assistant Accountant will work within the small finance team, reporting to the Finance Manager. The role will be responsible for the timely and accurate collection of payments to the organisation, month-end processing and also provide support for payroll processing. The position will support the change management of systems to better enhance the Finance Department.</p> <p>The position requires strong attention to detail, excellent communication skills, ability to adapt to change and to work collaboratively with internal and external parties.</p>			
Duties & Responsibilities			
<p>General:</p> <ul style="list-style-type: none"> • Support, promote and work in accordance with the Vision, Mission and Values of Cyrenian House. • Participate as a valued team member promoting and contributing to a supportive team environment. • Provide support to and share expertise with other staff, students and volunteers. • Participate in staff meetings, supervision, training and team planning workshops. • Contribute to the development, implementation and evaluation of the service model. • Contribute to Cyrenian House continuous quality improvement processes. • Work in accordance with Cyrenian House Code of Conduct. • Be responsible for personal health and safety in the workplace and for complying with all Cyrenian House occupational safety and health policies and procedures, promoting and maintaining a safe and secure environment. • Engage with and contribute and adhere to the applicable quality standards, codes, regulations, and laws, ensuring consistent interpretation, implementation, and efficiency of general and safety practices. • Other duties as required 			

Key Role Responsibilities:

- Process accounts and incoming payments in compliance with financial policies and procedures
- Perform day-to-day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables data
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Reconcile organisational bank, credit cards and petty cash.
- Project reconciliations
- Acquittal report preparation
- Ensure all month end reconciliations, including bank reconciliations, are audited for accuracy, with outstanding items addressed in a timely manner.
- Assist with tax compliance reporting for GST.
- Verify discrepancies and resolve clients' billing issues
- Prepare reports as directed by the Finance Manager & CFO.
- Support the audit process as directed by the Finance Manager & CFO.
- Maintain a high level of confidentiality

Payroll:

- Support the payroll process and related matters as directed.
- Ensure all timesheets and leave forms are submitted via Employment Hero when supporting the payroll function.
- Ensure a high level of confidentiality and discretion is exercised at all times.

Finance Systems:

- Support the finance team with change management of finance systems.
- Support payroll using Employment Hero

Other Duties

- Ability to problem solve and raise concerns.
- Ability to work collaboratively with management and other employees
- Ability to adapt to change.

Selection Criteria

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Essential competencies and experience:

- Degree qualification in Accounting and/or experience.
- Previous experience using integrated financial accounting systems
- Demonstrated experience in all facets of accounts receivable.
- Demonstrated experience in payroll processing and knowledge of payroll legislation.
- Prior experience in a similar role
- Demonstrated experience and competency in Microsoft Office.
- Well-developed written communication skills.
- Demonstrated time management and work priority skills and an ability to work in an ordered and methodical way.
- Demonstrate initiative in tasks of an administrative nature appropriate to the role.
- Demonstrated ability to work within a team and contribute to building a team spirit within the workplace.
- Ability to maintain confidentiality, to use initiative, work effectively under pressure, and meet deadlines.

Desirable competencies and experience:

- Previous experience using MYOB Advanced
- Knowledge and experience working with the Employment Hero system will be highly regarded.
- Knowledge and experience of Lumary (Salesforce Database) system will be highly regarded.

Required Clearances:

- Full work rights.
- Current National Police Clearance.
- Current First Aid Certificate.
- Current Driver's Licence.

Please sign below to confirm you understand the requirements of your role and return a signed copy to the People and Culture Department.

Full Name		Date	
Signature			