

JOB DESCRIPTION

Job Title	Assistant Accountant	Division / Location	Fighting Chance Administration, Frenchs Forest HQ
Date	February 2017	Career Band	Support
Employment Type	Full time	Role balance guide	People: 10% Scheduling: 10% Technical: 80%
Role summary	The Assistant Accountant is responsible for providing timely and accurate support to the Financial Accountant. Key areas of accountability include: <ul style="list-style-type: none"> • Bookkeeping • Payroll • NDIS claims processing • Reporting • Values and Behaviour • Health, Safety and Wellbeing 		
Reporting & Requirements	<ul style="list-style-type: none"> • Reports to: Financial Accountant • Direct reports: Nil • Member of: Administration Division • Required to: travel as required, occasional after hours event attendance 		

Core accountabilities
Bookkeeping <ul style="list-style-type: none"> • Managing the accounts payable cycle on a weekly basis • Managing accounts receivable including trade debtors and invoicing, as well as NDIS claims (see further below) • Ongoing management of all accounting records using MYOB • Month-end reconciliations of bank accounts, credit cards etc • Maintenance of the fixed asset register • Stocktake and inventory maintenance in collaboration with business units
Payroll <ul style="list-style-type: none"> • Managing both casual and permanent staff payroll on a fortnightly basis • Assisting in the preparation of various compliance requirements, such as PAYG withholding, superannuation processing, workers compensation, BAS, IAS and FBT • Support HR Manager with on-boarding and exiting staff and any HR matters as related to payroll
NDIS Claims Processing <ul style="list-style-type: none"> • Maintain and review our NDIS register to track participant attendance, conduct invoicing, and prepare files to be submitted to make claims to NDIS

- Reconciliation of NDIS claims with bank receipts, and investigate discrepancies
- Liaise with internal and external stakeholders to ensure necessary updates and adjustments to accounts receivable
- Support the implementation and ongoing use of a new client management system that integrates with the NDIS portal, streamlining and improving NDIS financial management processes

Reporting

- Assisting with the preparation of monthly management reports (P&L, Balance Sheet and Cash flow Statements) for Fighting Chance and its social enterprises
- Preparation of other business unit reports as required, including expenditure and acquittal reporting for grants, and project/event based P&Ls

Values and Behaviour

- Promote and role model appropriate behaviour to support Fighting Chance's culture, performance and brand
- Actively support Fighting Chance's commitment to the principles of diversity, inclusion and EEO
- Constructively contribute and collaborate with all colleagues
- Actively demonstrate the organisational values:
 - Our community is built on inclusiveness, equality and empowerment.
 - We approach everything we do with innovation and dynamism.
 - Our social enterprises will always be responsive, sustainable and excellent.
 - Our work will make a contribution and have impact.
- Deliver high quality work that supports our operating environment
- Demonstrate compliance with all legislation and policies and procedures

Health, Safety & Wellbeing

- Adhere to all health and safety policies and procedures of Fighting Chance and take all reasonable care that your actions or omissions do not impact on the health and safety of others.
- Identify, assess, prioritise and control risks arising from the operations in relation to the impact on the health and safety of all staff, contractors and visitors
- Ensure that a system of work is safe and without risk to health is developed, documented and followed by workers and others through appropriate training, supervision and monitoring
- Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers or others in their charge including contractors whom they engage

This job description defines the broad responsibilities of this position which may change based on organisational need.