



Position Description

Senior Finance Officer/Accountant
Wellington | January 2022



POSITION TITLE

Senior Finance Officer/Accountant
Wellington Aboriginal Corporation Health Service

LOCATION

Wellington, NSW

POSITION TENURE

Permanent

WHO WE ARE

Wellington Aboriginal Corporation Health Service (**WACHS**) aims to empower targeted Aboriginal and Torres Strait Islander people to take control of their individual, family and community health and wellbeing needs through the community-controlled model. Our main services are located in Wellington, Dubbo, Moree, Western Sydney, Penrith, Nepean Blue Mountains, and we provide outreach services to other towns and communities through our regional programs

We are an Aboriginal Community Controlled Health Service offering Primary Health Care Services and an Integrated Care program, as well as a number of specialist clinical staff and AHW's, a Specialist Programs Unit incorporating Social & Emotional Wellbeing, Child & Family Support, Drug & Alcohol, Aboriginal Family Health, Aboriginal Local Support, a Healthy for Life (H4L) Program, Maternal & Child Health Worker, Aboriginal Health Workers, Youth Health Worker and Dietitian targeting Maternal & Child Health and Chronic Diseases, regional programs including Australian Nurse Family Partnership Program, Aboriginal Children's Therapy Team, Tackling Indigenous Smoking Program. Our staff are supported by an Executive Management Team located across our service areas.

www.wachs.net.au www.gwahs.net.au

POSITION DESCRIPTION

This position supports the Chief Financial Officer in the operational management of all financial services, administration, and associated support services to ensure the achievement of the WACHS's strategic plan. The key objectives of the role include to:

- perform and coordinate accounting duties including maintaining the general ledger, performing balance sheet account reconciliations, maintaining the asset register & depreciation schedule, assisting with the end of month, end of year, financial reporting & annual audit processes, assisting with preparing & monitoring budgets;
- review and manage the work of finance officers including weekly payroll, weekly accounts payable process, revenue reconciliations, accounting reconciliations and journals prepared by the Finance Officers;
- assist in ensuring timely completion of statutory compliance requirements including PAYG, BAS, FBT reconciliations & returns, WorkCover reconciliations, funding acquittals;

- contribute to the development of new or amended accounting systems, programs & procedures; and
- perform other position related duties as assigned.

REPORTING TO

This position reports to the Chief Financial Officer (**CFO**).

DIRECT REPORTS

The following positions report directly to this role:

- 1) Finance Officer
- 2) Finance Officer
- 3) Finance Officer

KEY RESPONSIBILITIES OF THIS ROLE

Financial Management

- Maintain general ledger including month-end journals, loan reconciliations, revenue reconciliations, balance sheet account reconciliations and completion of related financial information & reports.
- Maintain asset register and the depreciation schedule.
- Review and ensure accuracy of weekly payroll prepared by the finance officers.
- Review weekly accounts payable process across various divisions.
- Monitor financial delegations and financial approvals to ensure that approval limits are exercised appropriately.
- Review journals and bank reconciliations prepared by the finance officers.
- Assist in the completion of monthly and annual financial and management accounting processes, to ensure accurate and timely reporting of the Corporation's financial performance and position.
- Assist CFO and SMT in preparing and executing the annual organisational and departmental budgets, forecasts to ensure achievement of strategic objectives whilst maintaining effective cost controls.
- Maintain funding summary, reconciliations and assist in the preparation of funding acquittals.
- Assist in managing organisation's assets including motor vehicle fleet, equipment, facilities, leases, insurance policies, maintenance etc.

Reporting and Analysis

- Assist CFO in the end of month, and end of year financial reporting process.
- Assist in the annual external audit process and the preparation of annual financial report.
- Provide senior management, statistical and other reports to meet organisational, stakeholder and statutory requirements including timely reconciliations, analysis, and financial reports.

Compliance

- Assist with accurate and timely submission of statutory lodgements including PAYG, BAS/GST, FBT returns, WorkCover insurance reconciliations & lodgements, funding acquittals and reporting.
- Comply with all relevant legislation and regulatory standards.
- Ensure compliance with all organisational policies and procedure and legislative requirements.
- Ensure client and community confidentiality is maintained.

Leadership and People Management

- Provide leadership to ensure that staff capability is developed to each team member's full potential to assist in achieving the organisation's strategic and financial objectives.
- Work in consultation with the CFO to build capability and ensure effective financial management across the organisation.
- Ensure that all employees are complying with relevant WH&S legislation and that any issues are identified and resolved appropriately.
- Work collaboratively with the internal and external stakeholders to achieve operational efficiencies and successful outcomes.

Systems, Policy and Procedure Development

- In consultation with the CFO develop Business Services policies and procedures to ensure that the functions are demonstrating consistent practices across the organisation.
- Identify and implement process improvements in the Corporation's financial and procurement processes.
- Comply with and promote EEO across the organisation.

SKILLS AND EXPERIENCE REQUIRED

- Qualification in Business, Management, Commerce, Accounting, or related discipline
- Experience in managing a multi-faceted finance or accounting function
- Knowledge of relevant legislation and other statutory requirements.
- Knowledge and understanding of government funding and acquittals.

- Demonstrated ability to engage & work effectively with Aboriginal people and communities.
- Demonstrated ability to lead and develop a team
- High level interpersonal and written communication skills.
- Analysis and problems solving skills.
- Ability to build relationships with all levels of the organisation.
- High level of computer literacy; sound working knowledge of Microsoft Office software
- Working with Children and Criminal Record check clearances and a current NSW Driver's Licence