



Position Description

Title:	Accounts Officer
Unit:	Business Services Unit
Reports To:	Commercial & Business Manager
Time Fraction:	10 months
Salary:	\$50 - 60,000 per annum, plus superannuation and generous salary packaging option is available
Employment Status:	Full-time
Location:	17-23 Sackville Street, Collingwood 3066

Organisational Overview

VACCHO is Victoria's peak representative Aboriginal health body and champions community control and health equality for Aboriginal communities. We are a centre of expertise, policy advice, training, innovation and leadership in Aboriginal health. VACCHO advocates for the health equality and optimum health of all Aboriginal people in Victoria.

Unit Overview

The Business Services Unit role is to support and enable VACCHO to reach its strategic goals and operational objectives. This role is achieved by delivering timely, professional and proactive business and support services to the organisation and Membership.

The Unit comprises staff focused on covering Finance, Operations/Administration, Quality and Risk, Human Resources, Communications, ICT, Shared Business Services and Executive Support.

Role Overview

This position sits within Finance and is responsible for the preparation and efficient processing of financial information (Financial & Management accounting), payroll and related business activities within VACCHO and its Members.

Key Responsibilities

1. Assist in budget preparation and management activities.
2. Assist in the development of financial policies to ensure operational efficiency.
3. Conduct periodic financial analysis to identify and resolve issues, gaps or variances.

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4. Ensure maintenance of the general and subsidiary ledgers and close monthly accounts.
5. Working within VACCHO Membership providing financial information and support.
6. Support the preparation of all financial statements and analysis, Business Cases, proposals as required.
7. Ensure financial accounting activities are performed accurately and timely.
8. Support the integrity of balance sheets, income statements, management reports, through proactive analysis and reconciliation.
9. Ensure data integrity in all financial reporting within VACCHO and its Members.
10. Supervise payroll processing and related activities, including reconciliation and input of staff timesheets, processing leave forms, deductions, salary packaging, wage increases and distributing payslips.
11. Undertake other duties which are appropriate to the level of the position, as directed by the Commercial & Business Services Manager and Director Business Services Unit.

Compliance with VACCHO Standards

- VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait to apply for all positions advertised (*Equal Opportunity Act 2010*)
- VACCHO requires all employees to comply with all work health and safety rules, regulations and relevant Codes of Practice (*Victorian Occupational Health and Safety Act 2004*)
- VACCHO is accredited and requires employees to understand the requirements of quality systems and continuous improvement (*ISO 9001*)
- VACCHO requires employees to adhere to a *Code of Conduct*, including commitment to confidentiality and conflict of interest declarations

Key Selection Criteria

Essential

- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control
- Demonstrated ability to work or learn to work with Aboriginal organisations, communities and individuals in culturally appropriate ways
- You should be a CA, CPA or CIMA qualified.
- Solution orientated problem solver who is a team player who enjoys working in a dynamic, socially invaluable and fast paced environment
- Demonstrate a can-do-attitude, be positive, proactive and ambitious
- Experience with Microsoft Software suit including exposure to Microsoft Dynamics-Navision
- Demonstrated capacity to manage sensitive information and maintain confidentiality regarding personal information

Desirable

- Identifies as Aboriginal and/or Torres Strait Islander
- Previous experience within payroll, financial statement preparation, tax
- Experience in a Not for Profit or SME commercial environment

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