



JOB AND PERSON SPECIFICATION

JOB SPECIFICATION

Title:	Assistant Accountant
Reports to:	Business Manager – Corporate Services
Location:	Head Office – Tweed Heads South
Remuneration:	Package Value: dependant on hours includes Superannuation and Salary Sacrifice (\$615 per fortnight) Base Rate \$24.00 - \$27.00 per hour dependant on experience Labour Market Assistance Industry Award 2010 Administration Officer Level 4
Employment Status:	Permanent Part-time (min 24 hours pw) or Full-time Dependant on Study Commitments
Key Relationships:	<ul style="list-style-type: none">➤ Business Manager - Corporate Services➤ Management Accountant➤ Corporate Services Team Members➤ NORTEC Staff Team members➤ External Stakeholders, Customers and Clients
Primary Job Purpose:	<p>To accurately record and process all financial transactions into the company's finance system including; fixed assets, payroll, customers, suppliers, bank transactions and journals in accordance with Australian Accounting Standards.</p> <p>To provide back up to the Administration Team and Management Account as required.</p>



Key Responsibilities and Performance Requirements

Financial Management

- To assist with review and approval of weekly payments under direction of Management Accountant
- Maintenance and reconciliation of company fixed asset registers and depreciation schedules
- Regular monitoring and reporting of Cash Flow
- To ensure timely completion of weekly and monthly reconciliations as designated
- Management of insurance claims returns and reports
- Identify, suggest, investigate and implement cost saving opportunities and system and procedural improvements
- Ensure all financial and administrative functions of NORTEC comply with Australian Accounting Standards, as confirmed by external audits
- Provide back up to Administration Team and Management Accountant as required
- Ad-hoc projects as required

Strategic and Business Planning

- To assist with the development of company, site and project budgets as requested by Business Manager - Corporate Services

Financial and Other Reporting

- To assist with the production of monthly financial reports to Board and Management as requested
- To liaise and provide information to external auditors when required.

Administration

- Gain comprehensive knowledge of Employment Service contracts and guidelines, particularly relating to the EPF and Work Experience funding
- Assist with preparation of company FBT return
- Assist with preparation of quarterly BAS
- Assist with monthly payroll tax returns and annual workers compensation declarations
- Management of property and equipment leases
- Management of company vehicle fleet
- To provide backup of weekly Labour Hire payroll function when required.

Policy and Procedures

- Develop policy and procedures as required.
- Review and maintain Financial policy and procedures in line with designated timelines and company requirements
- Develop, review and maintain other company policy and procedures as required..



General

- Perform other duties as requested by Corporate Services Manager and Management Accountant.

Contribute to team-based decision making and participate in staff meetings and activities as required

- Minimum 90% attendance rate at nominated staff meetings and company development activities
- Evidence of participation in further relevant education and training where negotiated
- Evidence of participation in office housekeeping requirements to maintain a professional working environment
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Adherence to:

- Contracted Program guidelines and Codes of Practice
- NORTEC Vision Mission and Values
- Company Handbook
- Company and Unit Policies & Procedures
- Privacy Act and Deed of Confidentiality
- Employment Services Contract 2009-2012
- DEEWR Service Guarantee and Code of Conduct
- OH&S principles

and

- No evidence of failure to adhere to Company, Unit or contractual policies, procedures and guidelines
- No evidence of breach of NORTEC Privacy Policy or Deed of Confidentiality
- Evidence that all work produced is able to withstand scrutiny as confirmed through regular audits and other quality assurance processes



Assistant Accountant

Key Selection Criteria

Essential

1. Attainment of or studying towards a Degree in Business with particular interests in financial management; management accounting and information technology.
2. High level interpersonal and communication skills including,
 - the ability to communicate effectively and network with team members and other stakeholders
 - written communication skills in report writing and submissions
3. Highly developed organisational and time management skills with capability to work unsupervised and meet strict deadlines.
4. High level of attention to detail and initiative.
5. Strong skills in Microsoft office programs (in particular Microsoft Excel).

Desirable

1. One - two years experience in a similar position, or in a general accounts role.
2. Knowledge of and experience in Quickbooks Enterprises and/or D-Bit Fixed Assets and Payroll
3. Understanding of professional community based management practices and capacity to work within a community based organisation