

POSITION TITLE: FINANCIAL ACCOUNTANT
REPORTING TO: MANAGER – ACCOUNTING SERVICES
LAST UPDATED: SEPTEMBER 2017

OVERALL PURPOSE OF POSITION:

As part of Accounting Team work to maintain adequate accounting records to enable the preparation of monthly management reports and annual financial statements. Perform all necessary ledger reconciliations and maintain supporting working papers to ensure the accuracy of reports produced for the TriCare Group and associated companies. To assist management in the preparation and maintenance of appropriate company records.

SECTION A: THE JOB

STAFF & EXPENDITURE RESPONSIBILITIES:

Staff directly supervised; Nil
Expenditure Authority; Nil

MAJOR TASKS/ACTIVITIES/FUNCTIONS/OUTPUTS:

➤ **Accounting**

- Compile and assist with preparation of monthly management reports
- Review and analyse monthly profit and loss results
- Monitor and review Government Funding Accruals
- Reconcile nominated general ledger accounts and subsidiary ledgers, on a monthly basis;
- Prepare reconciliation's of Aged Care Bonds and Refundable Accommodation Deposits;
- Preparation of statutory and statistical returns/reporting, as required;
- Preparation of monthly and quarterly BAS's and IAS's;

➤ **Other**

- Ensure correct filing (hard & electronic) of all accounts related reports, correspondence, etc.;
- Act as co-signatory on main TriCare Limited bank accounts;
- Prepare ad hoc accounting reports as directed by Manager;
- Maintain accounting records and working papers, including filing and archiving;
- Maintain subsidiary records and spreadsheets to support entries in general ledger;
- Other duties or projects as directed by the Senior Accountants – Accounting Services and/or Manager – Accounting Services.

WORK HEALTH AND SAFETY

The incumbent has the responsibility to comply with and meet all obligations contained in:-

- 1) Work Health and Safety (WHS) legislation;
- 2) Related WHS responsibilities; and
- 3) TriCare's Injury Risk Management (IRM) standards.

SECTION B: THE PERSON**KNOWLEDGE & SKILLS:**

- Oral and written skills of a high standard;
- Moderate to advanced accounting/bookkeeping skills and knowledge of complex accounting entity structures;
- Problem solving and analytical ability;
- Organisational skills, and the ability to prioritise work is essential;
- Ability to liaise with all levels of the organisation;
- High level of computer literacy, including Microsoft Word, Excel and Outlook;

QUALIFICATIONS AND EXPERIENCE:

- CA or CPA qualified;
- 3 years post-qualification experience;
- Strong technical accounting skills;
- Demonstrated working knowledge of large ERP systems;
- Ability to work independently with results focus;
- Strong analytical and problem solving skills
- Demonstrated ability to perform duties on time, efficiently and with accuracy;

PERSONAL ATTRIBUTES/QUALITIES:

- Exercise confidentiality with all TriCare information;
- Ability to take responsibility for allocated tasks and complete them with minimum supervision;
- Take pride in your work;
- Ability to work under pressure and meet tight deadlines;
- Organised self-starter who can prioritise work and be proactive;
- Ability to analyse and solve complex problems;
- Adaptability and flexibility, and the ability to work in a team environment;
- Willingness to apply oneself during periods of heavy workloads to meet deadlines.

SECTION C: PERFORMANCE MEASURES

Quality Performance Improvement Review system (QPIR).