

# Position Description



## Accountant

Program	Corporate
Location	Albury
Employment Type	Part-Time
Travel Required	As needed

### About Centacare South West NSW

We are a Catholic Social Service agency of the Diocese of Wagga Wagga, and we exist to make a positive difference in people's lives. Our Vision is to empower communities, children, individuals, and families to create change for the better. We do this by creating thriving, resilient and connected communities.

Our Objectives:

- Community needs are at the heart of everything we do.
- We are a recognised and trusted brand, and a provider of choice for our communities.
- We demonstrate organisational sustainability.
- We foster our Catholic Identity.

### Organisational Context

We are a not for profit, non- government organisation that has been providing professional services to individuals, children, health care professionals, businesses, and families since 1991. We are a member of Catholic Social Services Australia.

We act on behalf of the Diocese of Wagga Wagga to alleviate disadvantage through the provision of services to children, young people, individuals, families, and the broader communities within South West NSW.

### Position Purpose

The Accountant is responsible for maintaining and improving organisation-wide financial systems to ensure they are accurate, reliable, and aligned with an activity-based funding framework. The role provides key support to the Chief Financial Officer by assisting with the development of financial reporting tools and data and reporting frameworks.

This position delivers timely financial analysis, reporting, and advice, and contributes to operational improvements when required. The Accountant ensures the accurate preparation of financial reports, supports the implementation of robust financial systems, and helps refine processes to meet organisational goals.

Key responsibilities include:

- Assisting with the preparation and monitoring of budgets, forecasts, and management reporting.
- Providing clear and accurate financial analysis to support decision-making.
- Ensuring compliance with contractual, NDIS, and other external reporting obligations, including correct coding and reconciliations.
- Supporting finance staff in meeting required standards, policies, and legislative obligations within set timeframes.

This position is based in Albury and reports directly to the CFO.

<b>Reports to</b>	Chief Finance Officer
<b>Division</b>	Corporate Services
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Working with Children Check.</li> <li>• NDIS Worker Screening Check</li> <li>• Possess an unencumbered driver's license.</li> </ul>

### Relationships

<b>External</b>	<ul style="list-style-type: none"> <li>• Suppliers</li> <li>• External Auditors</li> </ul>
<b>Works Closely with</b>	<ul style="list-style-type: none"> <li>• Human Resources and Payroll Manager</li> <li>• CEO</li> <li>• Chief Operations Officer</li> <li>• Financial Officer</li> <li>• Managers</li> </ul>

### **Skills & Responsibilities**

These Key Accountabilities align with Centacare SW NSW's strategic and operational goal.

<b>Skills &amp; Responsibilities</b>
<b>Community Engagement</b> <ul style="list-style-type: none"> <li>• Model and promote Centacare's values by building trust and positive relationships with staff, stakeholders, and the wider community.</li> <li>• Provide clear financial insights and advice to the Management Team to strengthen decision-making and support Centacare's community-focused mission.</li> <li>• Ensure finance and office coordinator staff engage respectfully and professionally with colleagues, clients, and community partners, reflecting a culture of service and accountability.</li> <li>• provide guidance, training, or support to staff so they feel confident with financial systems, processes, and community-related compliance requirements (e.g., NDIS)</li> <li>• Engage openly with stakeholders about funding, compliance, and how resources are being used to benefit the community</li> <li>• Set high expectations for excellent internal and external service, holding the management team accountable for delivering accurate, timely, and transparent information.</li> <li>• Assist with the financial aspects of tenders, grant applications, and acquittals to ensure sustainability of community programs</li> <li>• Oversee financial practices across all offices and hubs, ensuring consistency, compliance, and support for strong community outcomes</li> </ul>
<b>Leadership</b> <ul style="list-style-type: none"> <li>• Work collaboratively with the Chief financial Officer and the Management Team by contributing to organisational planning, strategy, and continuous improvement initiatives.</li> <li>• Contribute to organisational leadership by offering financial insights that inform strategic planning and decision-making.</li> <li>• Demonstrate Centacare's values and act as a positive role model, promoting professionalism, integrity, and service excellence across all finance functions.</li> <li>• Assist in the delivery of Centacare's Community Engagement Strategy by: ensuring financial systems and reporting processes to meet contractual and compliance obligations.</li> <li>• Supporting Centacare's reputation through accurate, timely, and transparent reporting.</li> <li>• Providing financial insight that strengthens local program delivery and community engagement</li> </ul>

outcomes.

- Support change and improvement initiatives by helping staff adapt to new systems, processes, or compliance requirements.

#### Financial

- Review and analyse monthly income and expenditure for all funded programs ensuring each program is within allocated budget requirements and prepare year end acquittals as required by external agencies.
- Preparation and lodgement of Australian Taxation Requirements including Fringe Benefits Tax return, BAS/GST reporting and payroll and superannuation compliance.
- Reconciliation of employment related expenditure and accruals ensuring correct allocation across programs.
- Assist with the preparation of organisation budgets ensuring compliance with ensure compliance with financial guidelines and reporting requirements.
- Prepare bi- monthly high level financial reports for the board of directors, including budget variance commentary and forecasting against budget.
- Ensure compliance with statutory, contractual, NDIS, and other sector-specific financial reporting requirements
- Monitor Professional Development supervision, ensuring alignment with organisational priorities and budget availability.
- Provide support in the preparation and administration of tenders, including managing specialty tenders, identifying new opportunities, and working collaboratively with the Executive and Management Team on current and potential submissions.
- Identify opportunities to strengthen financial systems, processes, and reporting frameworks
- Contribute to building strong stakeholder relationships by engaging across all levels of the organisation, and through community events, committee meetings, and local activities, helping to strengthen Centacare's reputation and customer service

#### Brand and Communications

- Ensure Centacare brand and communication strategies are consistently implemented at a regional level
- Achieve a high level of local brand trust and relevance, coupled with an outstanding customer service/ community engagement culture

#### Health & Safety

- Adhere and contribute to Work Health and Safety (WHS) by complying with the Work Health Safety Act 2011, and the organisations WHS management system.
- Contribute to and ensure a positive and collaborative culture is instilled within the organisation.

#### Quality Assurance

- Contribute to continuous improvement processes and adhere to Quality Assurance policies.
- Be familiar with the use of procedures and their relation to Centacare policies.
- Adhere and contribute to Agency policy and procedures. Work to be consistent with the ethos and ethical standards.
- Complete all mandatory learning according to Centacare requirements and induction.

#### Human Resources

- Participate in Centacare's Professional Review and Planning process including reviewing process to better the outcome of young people, individuals, and families.
- Comply with all professional development requirements, including appropriate supervision on a regular basis and relevant team or peer support activities.
- Undertake any other duties as requested by your manager or Executive.

## **Selection Criteria**

- Bachelor of Commerce (Accounting) or equivalent
- Experience in preparing funded program and grant acquittals ensuring compliance with contract requirements.
- High-level analytical and problem-solving skills
- Demonstrated ability in developing budgets in line with operational plans
- Ability to analyse and review of progress against business objectives
- Ability to think creatively, scope opportunities, actively plan and implement a model in line with Centacare's vision and mission
- Ability to identify and develop high level relationships with key stakeholders across diverse sectors to assist in achieving outcomes
- Current drivers licence

## **Desirable**

- Demonstrated experience in a similar not-for-profit, health, or community service organisation.
- Experience with Australian Charities and Not-for-profits Commission (ACNC) and Australian Taxation Office (ATO) reporting and compliance requirements
- Proficiency in accounting and budgeting software such as Xero and Calxa
- Experience supporting tenders, grant applications, or acquittals.

# Centacare South West NSW Values

 <p>Courage</p>	<p>We are a strong and sustainable service, with good operational performance to ensure we can meet community needs now and into the future. By maintaining governance and performance frameworks that promote quality services and a professional and skilled workforce.</p>
 <p>Respect</p>	<p>Along with our engaged staff who are leading brand ambassadors for Centacare we will strengthen our community insight through consumer and carer consultation.</p>
 <p>Compassion</p>	<p>Community needs are at the heart of everything we do. We are a leading social service agency providing quality services to the vulnerable, continually increasing services to meet the growing needs of our communities.</p>
 <p>Excellence</p>	<p>We are a centre of excellence. We are innovative and adaptable. We have high standards and ensure best practice approach to our service.</p>
 <p>Team</p>	<p>We are a team. We build a positive team spirit. We watch out for each other. We support each other and we celebrate success. As a team, we make a difference.</p>
 <p>Faith</p>	<p>As a Catholic Social Service Agency, we are proud of our heritage, spirituality, vocation, and whole-person care. We embed Catholic Social Teaching and social justice which guides our work and provides the foundation for our values. By working with the whole person, as an individual, as a family, as a community and as a unique spiritual being.</p>

Centacare South West NSW is committed to ensure our organisation upholds the Safety of all children and young people and their right to be safe. We are compliant with the recommendations of the Office of Children's Guardian.

Reviewer	CEO	Version:	Aug 2023
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