



Application Pack

Group Accountant

Thank you for expressing an interest in this position.

To apply for the position please submit

- A covering letter – introducing yourself and your interest in the role
- A statement briefly addressing the selection criteria (2 page maximum)
- Your current resume
- Completed New Applicant – Application Form

Submission of your documents can be completed via our online form (www.edconnectaustralia.org.au/careers) or by Email: edconnect@edconnect.org.au for the attention of CEO, Gerri Clay
Postal Address: PO Box 601, Maylands WA 6931

If you would like discuss the position you are welcome to contact Gerri Clay on 0407201848 or 94448646.

Applications close Monday 22nd of April by 5:00pm.

We look forward to receiving your application.

Yours sincerely,

The EdConnect Team

Job Details

We are looking for a talented individual to join our team in the role of Group Accountant.

The objectives of the Group Accountant are to:

- Be responsible for the overall finance function, ensuring maintenance and transparency of financial reporting to management, Board and external stakeholders.
- Maintain all records relating to accounts payable, accounts receivable, payroll, taxation and related regulatory compliance.
- Ensure timely filing of governance compliance requirements.
- Ensure that the CEO has available all information as they relate to budget management, cost analysis, forecasting and grant acquittals.

Responsible to: Chief Executive Officer

Location: Based at head office in Maylands Perth

Employment Type: Fixed term contract to 31/12/2021, with possible extension

Pay scale: SCHADS Level 5/6 \$74,243 to \$84,395 (pro rata) Plus SGL
DGR salary sacrificing options available
Employment is subject to the terms of the Social, Community,
Home Care and Disability Services Industry Award 2010.

Hours 17 hours per week (0.45 FTE)
Allocation of work hours will be weekdays and as agreed with CEO
The ordinary span of working hours is between 7:00 am and 7:00
pm Monday to Sunday.

Company Description

At EdConnect Australia we connect volunteers with young people in school who need additional support, inspiring the older generations to inspire the next. Our team at EdConnect has been training and connecting volunteers with local schools across Australia for over 20 years.

The academic and social support our volunteers provide - through one-on-one mentoring and classroom learning support - provide both a safety net and a springboard for young people who might otherwise struggle to realise their potential in school and life.



Learn more about our company via the website: www.edconnect.org.au and follow us on Facebook for insight to our mission.

Prime Responsibilities

The position is responsible for the overall finance function, ensuring maintenance and transparency of financial reporting to management, Board and external stakeholder.

Maintenance of all records relating to accounts payable, accounts receivable, payroll, taxation and related regulatory compliance.

Ensuring timely filing of governance compliance requirements.

The position is also critical for ensuring that the CEO has available all information as they relate to budget management, cost analysis, forecasting and grant acquittals.

Key Duty Areas

1. Finance and Accounting
2. Payable and Receivables Functions
3. Legislative Compliance
4. Support Grant Acquittals
5. Compliance
6. Teamwork and Communication
7. Other duties as required

Delegated Authority

This role has no delegated authority to act on behalf of EdConnect Australia.

Performance Dimensions

1. Finance and Accounting

End Result: The timely reporting of information to management, Board and external stakeholders which meets their needs.

- Lead the annual budget and reforecast process in consultation with management.
- Provision of timely and accurate reports to Board meetings.
- Maintaining all financial accounts, ensuring that financial risks and cost variances are identified and investigated.
- Balance sheet management including reconciliations and resolution of issues.
- Cash flow management and forecasting including capitalising interest earnings.
- Oversight of costs/ reporting expenditure outside constraints of the budget.
- Complete year end process and reporting including audit management.
- Assist the CEO to identify financial risks and develop mitigate actions.
- Continuous improvement of the reporting function, including up to date software, providing advice on application and impact of accounting standards.

2. Payable and Receivables Functions

End Result: The timely payment of all liabilities including creditors and payroll. The timely invoicing and collection of monies due to EdConnect.

- Preparation and analysis of payroll and billing reports.
- Ensure timely accounts payable function within delegated authority.
- Ensure timely creation and despatch of invoices.
- Remedial action for account payables and receivables.
- Process of payroll as per contract and award provisions and maintain accurate payroll and personnel records and ensure prompt payment of SGL.
- Assist with day to day HR function.
- Promote and engage staff to the benefit of salary packaging.
- Administer asset and fleet management requirements.

3. Legislative Compliance

End Result: The submission of all governance reporting requirements to relevant stakeholders.

- Ensuring tax compliance for GST, PAYG, FBT and other required taxes.
- Ensuring on time and accurate submission of compliance reports to legislative bodies including ACNC, Charitable Collections and Associations Act.
- Support governance compliance requirements as needed.
- Support HR compliance as needed.

4. Support Grant Preparation and Acquittals

End Result: Provision of timely, reliable and transparent information to assist with grant acquittals.

- Assist in the preparation of grant submissions.
- Ensure accurate recording of costs against grants.

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- Provision of regular grant expenditure reports to management.
- Provide timely and accurate financial information for grant acquittals against funding criteria.

5. Compliance

End Result: Compliance with EdConnect policies and procedures and local, state and federal government legislation.

- Work in accordance with the Occupational Safety and Health Act (1984) and ensure that all EdConnect safe work practices are adhered
- Report all safety concerns and accidents and incidents immediately
- Ensure EdConnect policies and procedures, Equal Employment Opportunity, Privacy, Workplace Health and Safety and Anti-Discrimination legislation are adhered to

6. Team Work and Communication

End Result: To continue to strengthen the ethos and caring culture of EdConnect and to continue to ensure that the EdConnect work place is harmonious and effective.

- Work as part of a harmonious team to maintain a motivating and caring environment
- Participate in the EdConnect performance review process
- Contribute to and attend staff meetings, planning days and other meetings as requested
- Promote and represent EdConnect at events, as requested

Selection Criteria

Essential Criteria

- CPA / CA Qualified with a minimum of 4 years of experience in similar role.
- Strategic thinker but can analyse and provide evidence to support business decision making.
- Experience managing accounts payable, accounts receivable and payroll.
- Ability to work both independently and as part of a team that has people based in locations across Australia.
- Excellent communication skills and an ability to work in a truly collaborative manner.
- Professional, energetic, optimistic, organised and great computer skills.
- Able to prioritise and manage multiple demands to ensure deadlines are met.
- Demonstrated experience of implementing process improvements.
- Able to provide a National Police Clearance not less than 3 months old.

Preferred Criteria

- Experience with Reckon Accounting software
- Experience in the NFP sector