

Position description

Position	Financial and Management Accountant		
Purpose	To lead and undertake budget preparation, financial management, analysis and reporting and to contribute to financial compliance and audit activities across the organisation.		
Approval date	11 January 2022	Approved by	Paul Martin

Brisbane North PHN

Our vision is a community where good health is available for everyone.

Brisbane North PHN supports clinicians and communities in Brisbane's northern suburbs, Moreton Bay Regional Council and parts of Somerset Regional Council. It covers approximately 4,100 km² of urban, regional and rural areas, with a population of over one million.

We are one of 31 Primary Health Networks across Australia.

We work with local communities, consumers, carers, health professionals, hospitals and community providers to understand our community and their needs. We then engage stakeholders to design and commission programs and services to meet those needs.

Our PHN's goals:

- be informed and led by community voice
- re-orient the health system toward care close to home
- build capacity of providers to meet health needs of our region.

The PHN's values:

- Collaboration: We build strong and enduring relationships to achieve our shared goals
- Diversity: We are inclusive, fair and responsive to different needs
- Integrity: We are transparent, respectful and work to the highest standards
- Courage: We lead new approaches, learn and improve
- Impact: We deliver outcomes for our community.

Key outcome areas

To ensure the organisation works effectively to achieve its annual business plan, each team member has responsibility for a range of activities and outcomes. These activities and outcomes are reviewed once a year formally and on an ongoing basis informally with team members and managers.



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Role-specific

- lead the organisation's end-of-month activities ensuring all month-end procedures such as month-end journals, balance sheet reconciliations, bank reconciliations and other month-end duties are completed in a timely manner
- assist in the preparation of financial and management reports for the consideration of the Executive, Board and Finance and Risk Management (FARM) Committee
- develop and maintain financial templates and provide financial information and advice on a monthly and ad-hoc basis to managers across the organisation to assist them with managing their budgets and expenditure
- assist managers with financial calculations, preparation of new program proposals and new staff member proposals for the consideration of the Executive
- lead the annual budgeting process across the organisation including engaging with all program managers and providing advice and information to the Executive to assist in their decision-making
- working closely with the Finance Manager, prepare the organisation's annual financial statements ensuring compliance with relevant accounting standards and ensuring our obligations under the ACNC Act are met
- prepare periodic financial progress reports and acquittals for submission to funding providers
- ensure best practice budgetary and procedural processes are in place and advise Finance Manager on improvement measures
- adopt financial management processes that promote the highest levels of corporate governance across the organisation
- lead the interim and end-of-year external audit activities, with the aim of achieving an unqualified audit report
- working with the Accounts Administrator, ensure that all payroll compliance is met including tax compliance, and that on-boarding and termination calculations are accurate and timely
- assist other members of the finance team as required

General

- regularly attend team and staff meetings
- contribute to the pursuit of excellence through promoting and maintaining positive team spirit and organisational values, abiding by the organisation's Code of Conduct and Leadership Capability Framework, implementing all policies and procedures correctly and recommending quality improvements
- communicate effectively and respectfully with all members of the organisation and external stakeholders
- record all interactions in ChilliDB and other program and project databases on time, ensuring that information is relevant, accurate, up-to-date and accessible by other team members
- comply with reporting requirements as directed by your manager
- deal with sensitive information in a confidential and professional manner
- complete other reasonable duties and projects as required to meet organisational objectives

Reporting relationships

Relationships

Reports to: Manager | Finance

Direct reports: None

Level of delegation

(Per Delegation Matrix – CEO to staff)

Level 3 – All other staff

Key selection criteria

Within the context of the key outcome areas described above, the ideal applicant will demonstrate the following:

Qualifications and experience

- CA or CPA qualification (or near completion) essential
- significant experience in finance or accounting roles within the not-for-profit industry or current significant experience within a chartered accounting firm highly desirable., preferably in a not-for-profit organisation
- previous exposure to payroll functions within an organisation and knowledge of current payroll legislation desirable
- experience in the financial reporting and analysis, the preparation of budgets and financial reporting to management and funding agencies
- experience in providing advice to management on budgets, financial reporting, and expenditure control
- experience with internal and external financial audit processes
- experience using accounting software packages (experience with Attaché Accounting Software, Microsoft Dynamics and Elmo HR Payroll Software Solution) is desirable but not essential)
- advanced ability in MS Excel essential. Intermediate ability with the MS Office suite of products such as Word, Outlook and SharePoint.

Capabilities

The Brisbane North PHN Leadership Capability Framework applies to all roles within the organisation. Applicants must address these capabilities.

- leads self – self-aware, proactive and adaptable; takes personal development opportunities and is resilient
- engages others at all levels with respect, collaboration and cultural sensitivity
- achieves outcomes in a high demand work environment with judgment and initiative
- drives innovation - contributes to our culture of continuous quality improvement
- shapes systems - works productively within internal and external systems and networks
- bases decisions on available evidence.

Other

A current driver's licence is desirable and use of a personal vehicle may be required, including travel between the PHN offices. Work-related mileage will be reimbursed at relevant rates.

You may be required to work flexible hours. The role may include evening/weekend commitments for which time off in lieu is provided.

(Please note: This position description is subject to adjustment within reason and in consultation with your manager to meet the deliverables of the organisation.)