



**headspace**

National Youth Mental Health Foundation

Level 2, South Tower

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[headspace.org.au](http://headspace.org.au)

## Position Description

### Financial Accountant

**Location:** National Office - Melbourne

**Department:** Finance

**Level:** HS5

**Employment Type:** Maximum Term, Full time

**Approved By:** Diana Liu

**Date Approved:** September 2018

**Agreed By:** \_\_\_\_\_

**Date Agreed:** \_\_\_\_\_

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#### 1. HEADSPACE PURPOSE

To build the resilience of young people and the future potential of Australia by delivering effective youth mental health services in partnership with young people, their families and their local communities.

#### 2. HEADSPACE VALUES

It is a requirement of all **headspace** positions that work will be undertaken in line with the **headspace** values as follows:

- Innovative – We have the courage to explore new ideas and take new approaches
- Collaborative – We bring the right people together to get the best result
- Inclusive – We respect and value diversity and believe everyone counts
- Achieve – We are responsive to community needs and deliver on expectations
- Passionate – We are dedicated to making a difference in the lives of young people and their families

### 3. POSITION SUMMARY

The Financial Accountant assists the Manager of Finance and Management Accountant in delivering a timely set of financials for the organisation by:

- Being responsible for the core month end accounting duties of **headspace**.
- Ensuring compliance with all funded program requirements.

### 4. POSITION CONTEXT

The Financial Accountant is responsible for the completion of month-end financial information for **headspace** and is directly accountable to the Manager of Finance. This position will participate in the end of month and end of year accounting process, budgets, reporting and financial compliance matters, and will work closely with all **headspace** program areas as required.

Additionally this role will be the primary backup to the Finance Officers and Payroll Supervisor as required.

### 5. KEY RESPONSIBILITIES/OUTCOMES

Under the direction of the Manager of Finance, the Financial Accountant will:

- Operate the accounting package (currently Attaché), and ensure its accuracy in terms of transaction allocations at a program, account and cost centre code level and GST codes.
- Operate the financial reporting package (currently TM1) for financial reporting purposes.
- Preparing and posting of month end related journals, dealing with any issues as they arise and, where relevant escalate to the Manager of Finance.
- Manage the preparation of timely and accurate month end reconciliations.
- Assist in the maintenance of the fixed asset register and associated asset audits
- Prepare accurate and timely tax reconciliations and tax forms to meet the financial and tax requirements and compliance of **headspace** including GST, FBT and PAYG.
- Prepare all forms to ABS.
- Assist in the preparation of the monthly BAS and yearly FBT return.
- Assist in the administration of the HAPI Finance Centre App reporting tool.
- Assist in the annual financial audit and statutory reporting process.
- Assist in the preparation of the monthly reporting pack including P&L's, Balance Sheet, Credit Card reporting, Cabcharge Reporting and variance analysis.
- Provide backup support to Payroll Supervisor in assisting in the end to end payroll function. This involves data collection of timesheets through to processing and closing off the payroll. As a guide this would be up to 4 days a month and whenever leave is taken throughout the year, and subject to change from time to time.
- Assisting the Finance Officers with the Accounts Payable & Accounts Receivable process.
- Perform back up function to Management Accountant.
- Other duties consistent with the department where required and/or requested by Manager of Finance from time to time.

#### 4.1 Key Outcomes

- All financial transactions are entered and completed accurately and in a timely manner to enable end of month close.
- All month end reconciliations are completed and outstanding items are followed up in a timely manner.

- All financial databases hold complete and accurate data and available in a timely manner for both the Finance Team and external stakeholders.
- Effective communication with all staff and relevant external providers.
- All financial tasks are completed in accordance with statutory requirements, accounting standards, organisation policies and procedures, and payroll acts and regulations.

## 6. SELECTION CRITERIA

The following criteria must be met for consideration for this position:

### 6.1 Essential

- Australian Citizen or Permanent Resident.
- Bachelor of Accounting/Commerce or equivalent.
- Proven experience of at least 3 years in a similar role within at least a medium size company.
- Communication skills appropriate for various audiences with differing degrees of financial knowledge.
- Intermediate to advanced skills in Excel and strong understanding of accounting and reporting systems.
- Proven ability to manage competing priorities and meet deadlines while remaining calm under pressure.
- Strong sense of initiative, responsibility and accountability
- An ability to think broadly, take a whole of organisation view and see beyond “just the numbers.”
- Strong attention to detail.
- Ability to work both independently and collaboratively as a productive team member.
- Willing to learn, assist and be able to see tasks through at varying levels.
- Strong grasp of financial accounting principles and the ability to understand and drill down through relevant financial reports.

### 6.2 Desirable

- CA/CPA completed/part completed is desirable.

## 7. POLICIES AND WORKPLACE PRACTICES

All **headspace** employees are required to acquaint themselves with the organisation’s policies and procedures and to abide by them at all times.

It is expected that at all times, employees will:

- Be respectful towards the organisation, colleagues, clients and the general public
- Be cognisant with and uphold the objectives and philosophy of **headspace**
- Act collaboratively with all colleagues
- Act in a safe and responsible manner at all times