



Position Description	
Job Details	
Position Title: Assistant Accountant	Year: 2022
Department: Finance	
Reports directly to: Head of Finance	Direct Reports: <ul style="list-style-type: none"> No direct reports
Background Information	
Qualifications	<i>Undergraduate</i> Bachelor of Business in Accounting or other equivalent qualification
	<i>Postgraduate</i>
	<i>Other</i>
CatholicCare Western Sydney & The Blue Mountains Overview	
<p>CatholicCare Western Sydney and the Blue Mountains (CatholicCare) is a not-for-profit that aims to serve the community of the Catholic Diocese of Parramatta by overseeing the provision of high-quality social services operating according to the principles of Catholic Social Teaching. CatholicCare WSBM respects the dignity, worth, diversity, cultures and beliefs of all people and is renowned for its hands-on and practical approach to the service and pastoral care of people in this area.</p> <p>CatholicCare WSBM provides various services for a range of clients from birth to the aged across the following programs providing them with resources, education and tools to overcome their challenges.</p> <ul style="list-style-type: none"> Child Education Services Family Support Child, Youth and Relationships Counselling Disability and Community Aged Care Community & Engagement 	

As a not for profit, CatholicCare relies significantly on funding and community support to be able to continue to make a difference in the lives of people who are disadvantaged and less fortunate.

Working for CatholicCare Western Sydney & The Blue Mountains

CatholicCare WSBM's ability to provide high quality services to people who are disadvantaged is directly dependent on the experience, knowledge and professionalism of its staff.

With more than 200 employees and volunteers, CatholicCare WSBM employs a diverse range of staff across its many programs including counsellors, support workers and educators.

CatholicCare WSBM is an Equal Opportunity Employer. Compliance with child protection legislation is essential to all child-facing positions. At CatholicCare WSBM we are committed to employing the very best people in the industry who have a genuine passion for working in the not for profit sector and have the right level of experience and knowledge.

CatholicCare Western Sydney & The Blue Mountains Values

At CatholicCare, we expect everyone who represents our organisation to incorporate our values into every decision, interaction and action.

WE EMBRACE EVERY JOURNEY with gratitude and love

- **WE ARE AVAILABLE** with an open mind and heart
- **WE BUILD TRUST** with integrity and respect
- **WE ADVOCATE** with patience and passion
- **WE PERSEVERE** with resilience and belief

Role Purpose

The position's purpose is to be responsible of the day-to-day transactional processing, accounting and reporting to ensure that these tasks are performed to the highest standard in accordance with the relevant accounting regulations and our organisation policies and procedures.

Key Responsibilities

Reporting to the Head of Finance, this role will be assisting the accountant to perform day-to-day accounting tasks including month end journals and preparation of monthly reports.

Key areas of responsibility include:

- Ensuring correct allocation of costs to GL and cost centre accounts
- Management of accounts receivable
- Management of NDIS billing, claims, reconciliations, and plan management
- Timely completion of monthly bank reconciliation
- Monthly journal posting, GL reconciliation, reporting and variance analysis
- Preparing monthly financial and management reporting
- Assist with EOFY audit preparation and government acquittal and compliance returns
- Exploring continuous improvement opportunities in the accounting system/processes
- Involvement in projects and ad hoc duties as required or as directed by the Head of Finance

Knowledge, skills, experience & compliance – Required to perform this role

- Relevant qualification in Finance/Commerce/Accounting
- At least 1-2 years' relevant hands-on experience
- Strong attention to detail and the ability to identify and analyse information
- Ability to prioritise and work to deadlines independently
- Intermediate to advance skill in Microsoft Excel
- Excellent verbal and written communication skills
- Must be willing to participate in job rotation in the Finance Team
- Experience with MYOB and/or other financial systems

Personal Attributes

- Highly motivated and strong team player
- Organised and be able to work autonomously when required
- Outcomes focused
- Proactive and persistent
- Collaborative and consultative
- Values driven with strong personal and organisational values alignment
- Positive attitude and commitment to tackling challenges

Staff member's name (print):		Date:
Staff member's signature:		

Manager's name (print):		Date:
Manager's signature:		