

# Position Description

<b>Position</b>	<b>Title:</b>	<b>No.:</b>	<b>Reports to:</b>	<b>Title:</b>	<b>No.:</b>
	Senior Accountant	HSF158		Finance Leader	HSF111
<b>Business Unit:</b>	Finance		<b>Date created:</b>	January 2020	
<b>Division:</b>	Corporate Services		<b>Review date:</b>	January 2022	

## Organisational Overview:

At HomeStart we believe that affordable home ownership is essential to the health, well-being and ongoing sustainability of our communities. HomeStart's role, within the framework of government policy, is to provide leadership and innovation in the housing finance sector by enabling more South Australians to fulfil their home ownership dreams. We do this through the provision of innovative housing finance solutions. More importantly, we do this through our core strength – our people.

## Our Values:

Achievement	Simplicity	Integrity
We are focussed on creating positive outcomes for each other	We are focussed on simplifying the way we do business	We are honest and genuine with each other

## Position Purpose:

The Senior Accountant is responsible for applying accounting principles and procedures to analyse and report on financial information, including preparation of the statutory and management accounts. This position is also responsible for the day-to-day oversight of the Finance Support Officers, as well as providing support to the Finance Leader on taxation matters and general financial and management accounting activities.

## Positions reporting to this position:

- Nil – operational oversight (dotted line) of Finance Support Officers, supported by the Finance Leader

## Other significant working relationships:

### Internal:

Finance team, Business Intelligence team, Information Services team, Audit Committee

### External:

Financial/banking institutions, Government stakeholders including the Australian Taxation Office, Department of Treasury & Finance (including South Australian Financing Authority), Auditor-General's Department, External and internal auditors, Brokers

## Primary outcomes and accountabilities

### Key results areas

### Performance measures

#### Operational responsibilities

#### General

- Provide support to the Finance Leader as requested
- Supervise/oversee day-to-day function of the Finance Support Officers
- Have ability to undertake critical Accountant and FSO tasks in the event of absence (e.g. leave periods)
- Analyse and provide commentary on financial information to assist management in decision making when requested by the Finance Leader

#### Month End

- Complete allocated month end tasks within required timeframes with focus on accuracy
- Prepare allocated reconciliations in a timely manner
- Prepare allocated reconciliations in a timely manner for review by the Finance Leader

#### Year End

- Assist Finance Leader in production of annual financial statements, including preparing note disclosures in line with current accounting standards
- Ensure all year end compliance obligations are met on time and adhere to requirements from AGD and DTF etc.
- Liaise with external auditors as required

#### Budgeting & Forecasting

- Assist various cost centre leaders with preparation of annual and half-year administration expenses budget

#### Taxation

- Ensure the organisation meets tax compliance requirements, including for Business Activity Statement, Fringe Benefits Tax Return and Income Tax Equivalent Regime payment with guidance from the Finance Leader. This may include preparing returns as required
- Maintain up-to-date technical knowledge of all relevant tax laws and raise any potential compliance issues with the Finance Leader
- Be a liaison for internal and external tax matters, including dealings with the Australian Taxation Office
- Assist with developing, implementing and reviewing all tax policies and procedures including training of employees

#### Treasury

- Monitor daily cash movements and treasury cash flow requirements to ensure the target closing balance is maintained and sufficient cash is available
- Ensure all treasury transactions (hedging and investments) are accounted for in accordance with current accounting principles
- Prepare papers for the Executive Committee and Board detailing HomeStart's compliance with Treasurer's Instructions

#### Authorisations

- Responsible for authorising:
  - Westpac Corporate Online transactions

- Accounts payable
- Journals
- Other transactions as required

**Other**

- Analyse existing processes then develop and implement identified continuous improvement opportunities
- Comply with information requests from government and other key stakeholders (e.g. Department of Treasury & Finance, Auditor-General's Department etc.) within agreed timeframes
- Assist with preparation of Audit Committee, Board and Executive team papers when requested by the Finance Leader
- Participate in relevant projects when directed by the Finance Leader
- Monitor existing internal controls and ensure appropriate action is taken when necessary
- Contribute to the development and implementation of control procedures where a deficiency is identified

**External Stakeholder Relations**

- Create and maintain conditions for effective relations with relevant external organizations, government agencies, customers and vendors where appropriate.
- Respond to stakeholder queries in a prompt and courteous manner.

**Corporate Responsibilities**

- Work in accordance with the Code of Ethics for South Australian Public Sector, and legislative requirements including but not limited to:
  - Work Health and Safety Act 2012 (SA) and when relevant WHS Defined Officers must meet due diligence requirements.
  - Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
  - Disability Discrimination.
  - Independent Commissioner Against Corruption Act 2012 (SA)
  - Relevant Awards, Enterprise Agreements, Public Sector Act 2009,
  - Relevant Australian Standards.
  - Duty to maintain confidentiality.
  - Smoke Free Workplace.
- Applying the principles of the HomeStart's Risk Management Policy and Practices.
- Ensure own and team compliance to HomeStart's financial policies and procedures.
- Ensure that all legal responsibilities attached to this role as noted in the Compliance Register are discharged, are properly recorded in the Risk Management System (RMS) and any breaches of these requirements are recorded as incidents in the RMS.
- Understand and follow workplace safety initiatives and procedures, identify hazards and contribute to a safe working environment.

## Behavioural profile

<b>Achievement</b>	<i>Takes personal accountability and demonstrates initiative, determination and drive to achieve high quality results and innovative solutions that make a difference to our people and customers.</i>
<b>Self-Actualising</b>	<i>Seeks opportunities to develop and grow. Shows an awareness of and belief in own abilities. Brings energy and creativity to positively impact and influence others.</i>
<b>Humanistic-Encouraging</b>	<i>Inspires, encourages, challenges and supports others to improve and grow by genuinely listening and providing constructive and timely feedback.</i>
<b>Affiliative</b>	<i>Acts in ways which promote and support HomeStart as one organisation with a common purpose and set of values. Is prepared to set aside own agenda in the interests of HomeStart as a whole as well as supporting and encouraging co-operation within and across teams.</i>

## Other Requirements

### Essential criteria

- Minimum of at least seven (7) years relevant accounting experience as well as:
  - Full membership of recognised professional accounting body (i.e. CA ANZ or CPA Australia)
- Strong ability to analyse and communicate financial information
- Excellent verbal and written communication skills

### Desired criteria

- Previous experience supervising an Accounts team
- Knowledge of current Australian accounting standards
- Some previous experience in indirect taxes including Fringe Benefits Tax (FBT) and Goods & Services Tax (GST)

## Special conditions

- Must undertake continuing professional development relevant to the role as required by professional body
- Required to provide a satisfactorily National Criminal History Record Check (Police Check), where applicable.
- May be required to act in higher level positions, or assume additional accountability, as and when required.
- Flexibility in working across business units as required.
- May be required to work reasonable overtime with notice.
- Some out of hours, weekend work and intrastate/interstate travel may be required.

## Acknowledgements

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Name of employee

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Name of People Leader

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