

Position Description

Senior Accountant

Organisational context

Domestic Violence Victoria (DV Vic) is the peak body for specialist family violence services for women and children in Victoria. We are an independent, non-government organisation.

Our vision is for a world where women and children can live fulfilled lives, free from fear and violence.

To achieve this, we:

- advocate and provide advice to government with and on behalf of our members
- lead innovation and influence policy, legislation and community attitudes
- work with our members to strengthen specialist family violence practice and build the capacity of human services
- work respectfully and collaboratively with all our partners.

Our work is informed by the experiences of women and children affected by family violence.

DV Vic is committed to the core values of equality, integrity and respect. Our values are reflected in the way we work and engage with others including our members, colleagues, and government.

Read our [Strategic Plan 2016-2020](#) for more information about what we do and where we're headed.

Role Context

The Senior Accountant is a newly created position at DV Vic that will be responsible for the coordination and oversight of the organisation's financial, payroll systems and reporting requirements in accordance with Australian Accounting Standards and DV Vic's contract and funding terms.

The Senior Accountant will work with the Operations Manager to review all financial reporting processes with the view of implementing additional accounting software to meet the reporting and compliance needs of the growing organisation.

The Senior Accountant will also be responsible for the sound financial reporting of the organisation through the preparation of monthly financial reports to the Management Team and Board of Directors. The Senior Accountant will coordinate all payroll, budgeting, forecasting, accounts payable and financial transactions for the organisation and make recommendations for the continuous improvement of the financial functions of the organisation.

The Senior Accountant will be an integral position for a finance professional committed to building the financial systems and processes of a growing organisation and team.

Organisational Values

Respect, Equality, Integrity.

Position specifications

Role title:	Senior Accountant		
Located:	Melbourne CBD	Classification Level / Award:	DV Vic Level 6.1
Employment Period:	12 month contract (inclusive of three month probation)	Remuneration:	\$41.93 per hour Salary sacrificing arrangements are offered within Australian Taxation Office guidelines
Reporting structure:	The Senior Accountant will report to and be supervised by the Operations Manager.		
Hours and basis of employment:	0.4 FTE – 15.2 hours per week DV Vic is committed to flexible working arrangements and span of hours for the position can be negotiated To work within office hours of 7.00am to 7.00pm, Monday to Friday		

Position Responsibilities

The Senior Accountant will be responsible for:

Financial Management & Reporting

- Undertake a review of DV Vic current financial management processes and work with the Management Team, CEO and Board of Directors to determine the current and future reporting requirements.
- Manage the implementation of additional accounting software required to meet the governance and management requirements of the organisation.
- Provide timely and accurate financial reports to the CEO and Board of Directors for the bi-monthly Finance Subcommittee and Board meetings.
- Coordinate the planning and development of the annual Operational Budget including quarterly reforecasts and project budgeting.
- Initiate the regular review of all financial policies and procedures.
- Complete annual financial reporting obligations to the Australian Charities and Not for Profit Commission (ACNC) and all departmental finding and contract requirements
- Coordinate and Liaise with the Independent Auditor on behalf of the organisation, coordinate the annual audit processes and support the preparation of the annual statutory accounts.
- Oversee budgeted projects are on track through job costing reports and liaise with Managers in regards to budget expense tracking.

Accounts & Payroll Oversight and Management

- Work with the Operations Manager to ensure all financial and HR systems reflect current legalisation and Australian accounting standards.
- Work with the Finance Officer to coordinate and ensure the accurate processing of all payroll activities as well as Superannuation and Salary Packaging data.
- Manage all BAS and PAYG payments and data including lodgement on ATO portal.
- Manage all assets and resources of the organisation effectively and efficiently ensuring all statutory reporting and legislative requirements are met and its assets are appropriately protected.
- Oversee all accounts payable and accounts receivable processes, reconciliations and prepare all monthly reports for Finance Sub Committee and Board.
- Ensure the annual review of the Workers' Compensation declaration and all relevant insurance policies.

Team Support

- Support the financial literacy of all DV Vic team members and undertake training in financial systems and processes as required.

Key Selection Criteria

The successful applicant will have:

- Tertiary qualification in Finance or Accounting
- Significant senior experience in accounting and financial management
- Experience using MYOB and/or Quickbooks and other accounting packages
- Strong computer skills, and proficiency in the use of Microsoft suite, in particular Excel
- Strong analytical and problem-solving skills
- Strong interpersonal and communication skills
- Previous experience working in a not-for profit organisation (preferred)
- High level written and verbal communication skills
- Capacity to work autonomously and within a team environment

Application Process

Interested persons should send a current resumé with a covering letter addressing the key selection criteria to:

Fiona McCormack, Chief Executive Officer
recruitment@dvvic.org.au

Applications close: COB Monday 15 October 2018

Contact for further information: Contact Claire Bauska Ph: 9921 0828 or clairebauska@dvvic.org.au

DV Vic prides itself on being an employer committed to equal opportunity, diversity and social inclusion. DV Vic's objective is to create a world where women are free from violence and treated equally. We are committed to creating a workplace free from discrimination and harassment. DV Vic strives to create an environment that focuses on flexibility and building the skills, capacity and opportunity for our employees.

DV Vic encourages and welcomes applications from Aboriginal and/or Torres Strait Islanders, people from culturally and linguistically diverse backgrounds, people with lived experience of family violence, disability and people who identify as LGBTIQ.

We do not discriminate on the grounds of sex, marital status, pregnancy, family or parental status, race, gender, age, sexual orientation, political or religious beliefs, disability or health.