



# The Fred Hollows Foundation

## Job Description

<b>Name</b>	TBC
<b>Job Title</b>	Senior Financial Accountant
<b>Division</b>	Finance
<b>Position type</b>	Full time based in Sydney office
<b>Reporting &amp; working relationships</b>	This position reports to the Finance Manager and is responsible for the supervision of the Finance staff.
<b>Date</b>	TBC

<b>Role summary &amp; time allocation</b>	<b>% time</b>
The Senior Financial Accountant's key responsibilities include:	
• Financial reporting for all Divisions & Indigenous Program	[55%]
• Budget Development	[15%]
• Annual Accounts and audits	[10%]
• Provision of support to the Finance Manager and other Divisional Managers	[15%]
• Other duties	[5% ]

<b>Responsibilities and related tasks</b>	<b>Performance objectives</b>
<p><b>Financial reporting for Divisional &amp; Indigenous programs</b></p> <ol style="list-style-type: none"> <li>1) Manage reconciliation of balance sheet accounts as required.</li> <li>2) Produce all Divisional monthly and quarterly Management Accounts, including the Indigenous Program.</li> <li>3) Provide support to the Finance Manager to finalise the commentary on the monthly accounts.</li> <li>4) Supervise accounts payable and receivable functions.</li> <li>5) Provide general support to Other Divisions in relation to financial matters.</li> <li>6) Prepare month end journals.</li> <li>7) Prepare all working files in relation to cost allocation across Divisions and to Programs, including, all related graphs and charts to present an overview of Income and Expenditure.</li> <li>8) Provide support to the Finance Manager to finalise the commentary on the monthly accounts.</li> </ol>	<p>Preparation of all accounts with a high degree of accuracy.</p> <p>The Finance Manager is appropriately supported.</p> <p>All accounts, reports and statements are well managed and completed within the agreed timeframes with a high degree of accuracy.</p> <p>Together with the Finance Manager and the International Programs Accountant, ensure that all Divisions receive the support they require. Managers can readily access and</p>

	understand financial data and records.
<p><b>Budgets</b></p> <p>9) Develop excel models for all Divisions including the Indigenous Program.</p> <p>10) Roll-out the budgeting-process and timeframes. Provide advice in the use of the budget templates and other related matters.</p> <p>11) With the Finance Manager, coordinate and compile the annual budget. Assist all Divisional Managers in this task.</p>	<p>All budget models, schedules and reports are completed within the agreed timeframes and as per the relevant procedures with a high degree of reliability.</p> <p>A sound annual budget is produced that reflects the strategic goals of the organisation and supports its work.</p>
<p><b>Annual Accounts and Audits</b></p> <p>12) Understand and comply with relevant financial legislative, professional and accreditation requirements.</p> <p>13) Prepare all work-file schedules and reconciliations to ensure all major accounts exhibit integrity in the numbers provided.</p> <p>14) Prepare additional audit schedules as requested by the External Auditors.</p> <p>15) Together with the Finance Manager, produce the full Financial Statement at year end for review and Annual External Audit. This includes compliance with all legislative requirements and the production of the Recognised Development Education (RDE) calculation.</p> <p>16) Comply with all relevant tax and corporate legislation, the ACFID Code of Conduct, the AusAID Accreditation requirements and other mandatory professional reporting requirements.</p>	<p>All necessary documents and transactions are accurately completed and lodged within the required timeframes.</p> <p>The Foundation receives unqualified annual audit reports.</p> <p>The Foundation's financial management remains compliant with all relevant legislation, codes and standards.</p>
<p><b>Other Duties</b></p> <p>17) Support other members of the Finance Team.</p> <p>18) Assist the Finance Manager to undertake and follow through on staff performance reviews.</p> <p>19) Meet the relevant organisational-wide KPIs.</p> <p>20) Participate in cross-divisional activities as required.</p> <p>21) Support the work of other managers and organizational strategic planning especially through providing guidance in relation to financial matters.</p> <p>22) Promptly advise the Acting Finance Manager of any significant financial issue, risk or matter.</p> <p>23) Other duties as may arise.</p> <p>24) Understand and comply with the Policies and Procedures Manual.</p> <p>25) Undertake training as requested by Manager.</p> <p>26) Maintain qualifications and undertake training as requested by manager.</p>	<p>The Finance team functions well and relevant annual and organisation-wide KPIs are achieved. Performance reviews are completed within the required timeframe and all actions are implemented.</p> <p>Other managers are provided with the support they need in finance-related matters.</p> <p>All significant financial matters or risks are reported to the Acting Finance Manager.</p>

	<p>The Finance Division's policies and procedures are clear, current and effective.</p> <p>Other relevant duties are undertaken upon the request of the Acting Finance Manager.</p> <p>Adherence to the policies and procedures of the organisation. The Finance policies and procedures reflect current practices.</p> <p>Qualifications are kept current. Skills are developed in areas of need.</p>
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Authorised by HR Manager

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HR Manager

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Date

***This job description defines the broad responsibilities of this position. Please refer to the workplans for more specific details of the strategies and performance indicators.***

I have read, understood and agree to meet the requirements of the job description.

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Name

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Signature

.....  
Date