

## Position Description – Accounting Manager

### Core Detail

<b>Title</b>	Accounting Manager
<b>Objective</b>	To manage the Accounting Services Division responsible for Accounts Receivable, Accounts Payable and Financial accounting.
<b>Role</b>	To ensure that the Accounting Services Division is managed efficiently and effectively so that all internal and external obligations are met successfully.
<b>Competency</b>	Resourceful with high technical and people management skills. Analytical with a solid understanding of accounting standards, audit management and finance systems and processes.

### Position Parameters

<b>Employment</b>	Full time, permanent contract
<b>Reporting to</b>	Board of Directors nominated representative
<b>Staff directly supervising</b>	Accounting staff
<b>Key Relationships</b>	Board of Directors, Finance Manager, and Head Office Managers
<b>Hours &amp; Location</b>	8:30am – 5:00pm, Monday to Friday located at TriCare Head Office, 250 Newnham Road, Mount Gravatt, 4122 Qld

### Detailed Description of the Position

<b>Accounting</b>	<ul style="list-style-type: none"> <li>• Ensure policies, procedures and systems in place are appropriate to produce accurate management and financial information and are followed to ensure compliance with accounting standards and statutory requirements.</li> <li>• Prepare and review monthly financial reports for accuracy and ensure they meet user needs.</li> <li>• Ensure monthly reconciliations are performed on a timely basis and reviewed regularly.</li> <li>• Oversee and direct the preparation of year-end work papers to ensure audit timetable is adhered to and Auditors are effectively managed.</li> <li>• Prepare year-end Financial Statements as necessary.</li> <li>• Monitor bank and cash flow activities of the organisation.</li> </ul>
-------------------	--

---

**Team Management**

- Develop and foster an environment of continuous improvement to maximise staff productivity and effectiveness.
  - Manage Accounting Services and staff, including responsibility for staff's outputs, appraisal, counselling, and recruitment.
  - Review and update staff workloads and tasks to improve efficiency, performance, and multiskilling.
  - Review priorities and tasks undertaken to ensure in compliance with business requirements.
- 

**Operational**

- Ensure appropriate management of trade debtors to ensure bad debts are minimised and management is alerted to potential losses. Liaise with managers and customers for recovery of outstanding debts.
  - Understand and monitor resident billing and Commonwealth funding system in conjunction with the Customer Service Officer to ensure all possible income is achieved.
  - Liaise with divisional managers and facility staff to ensure accounting procedures are aligned with other administrative functions and to minimise duplication and functional redundancy.
  - Ensure report formats provide divisional managers with accurate and appropriate data that meets their financial and statistical requirements.
  - In conjunction with the various operating divisions, help prepare budgets and co-ordinate the consolidation of the Group's budgets.
  - Prepare and maintain quarterly cash flow projections for a 12-month rolling period.
  - Preparation of adhoc reports and data retrieval to assist divisional managers.
  - Review processes of accounting services team for efficiencies and streamline.
  - Preparation of quarterly and annual; government reporting.
  - Review priorities and tasks undertaken to ensure in compliance with business requirements.
- 

**Systems Expertise**

- Work with Finance Systems Vendor to ensure that the system is used appropriately and is maintained and managed.
  - Serve as a change agent by identifying opportunities to optimise the use of the accounting system.
  - Oversee system modifications and upgrades of the computerised accounting package to ensure integrity of master files and data.
  - Provide systems support through training on the appropriate use of the system.
-

**Note:** The above list is not exhaustive. The Accounting Manager will be asked to undertake other responsibilities at the request of the Board or Finance Manager consistent with the scope of this position description.

### Skills, Knowledge and Experience

---

- Degree qualified with CPA / CA or equivalent.
- Minimum 10 years accounting experience and in a supervisory position.
- Knowledge of accounting principles, accounting standards, legislative requirements relating to accounts preparation and ability to take “hands-on” approach when necessary.
- Strong managerial capabilities, leading an accounting team of 8 minimum.
- Knowledge of principles of debtors, creditors accounting and auditing standards.
- Understanding of general taxation principles.
- Advanced Excel skills.
- Strong critical analysis, problem solving, planning, decision-making.
- Excellent time management skills and ability to manage multiple tasks concurrently.
- Ability to engage with others to understand and embrace organisational culture, directions, goals and client service ethos.
- Well-developed communication skills, both written and verbal, including an ability to prepare high level reports to Directors and Executives.
- Multi entity reporting including consolidation.

### Personal/Other Attributes

---

- Personal accountability and responsibility.
- Acts honestly and with integrity.
- Results driven.
- Works by setting and pursuing stretch goals.
- Able to meet deadlines and work under pressure.
- Able to participate actively and constructively within a team.
- Welcomes and encourages innovation and continuous improvement.
- Able to drive change.
- Able to manage a team in the day-to-day functions of the accounting team.
- Willing and able to dig deep into the daily transaction of the business.
- Seeking a job that is actively improving the accounting team and not only the next step in their career.

## Key Personnel Requirements

---

To comply with the *Aged Care Act 1997*, the Accounting Manager must not at any time be a Disqualified Individual. A Disqualified Individual is:

- 1) a person convicted of an indictable offence;
- 2) an insolvent under administration (an undischarged bankrupt or a person who has entered into an arrangement with creditors); or
- 3) of unsound mind.

For the successful candidate, TriCare must, both before commencement and on each anniversary:

- 1) obtain a Police Certificate;
- 2) conduct a search of bankruptcy records; and
- 3) conduct previous employment and referee checks.

If at any time during the course of the Accounting Manager's employment, they become a Disqualified Person, the Accounting Manager is required to immediately disclose this to TriCare's Human Resource Manager in writing.

## Work Health and Safety

---

The Accounting Manager has the responsibility to comply with and meet all obligations contained in:-

- (a) Work Health and Safety legislation;
- (b) Related work health and safety responsibilities; and
- (c) TriCare's Injury Risk Management standards.