

## Position Description – Assistant Accounting Manager

### Core Detail

<b>Title</b>	Assistant Accounting Manager
<b>Objective</b>	To ensure that the accounting team is managed efficiently and effectively so that all internal and external obligations are met successfully.
<b>Role</b>	Responsible for the financial, taxation and management reporting for all group entities.
<b>Competency</b>	Resourceful with strong technical and people skills. Analytical with a solid understanding of accounting standards, audit management and finance systems and processes.

### Position Parameters

<b>Employment</b>	Permanent full time
<b>Reporting to</b>	Accounting Manager
<b>Staff directly supervising</b>	Senior Accountant, Accountant and two Assistant Accountants
<b>Key Relationships</b>	Payroll Team Leader, Accounts Payable Team Leader, Accounts Receivable Team Leader
<b>Location</b>	TriCare Head Office

### Detailed Description of the Position

<b>Supervising Staff</b>	<ul style="list-style-type: none"> <li>Allocating, delegating and supervising work - delegating and supervising tasks of team members to improve workplace functions and efficiencies.</li> <li>Promoting effective teamwork for achieving organisation goals of Accounting Services and TriCare.</li> <li>Influence changes to systems and processes - open to new ideas from within TriCare business.</li> <li>Support team members with problem solving and guidance on difficult issues.</li> </ul>
<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 ensure compliance with accounting standards and statutory requirements.</li> </ul>

	<ul style="list-style-type: none"> <li>• Prepare monthly financial reports and review for accuracy and ensure they meet user needs.</li> <li>• Prepare journals and supporting workpapers, as necessary.</li> <li>• Prepare monthly reconciliations, and ensure all monthly reconciliations are performed on a timely basis and reviewed regularly.</li> <li>• Prepare year-end financial statements and direct the preparation of year-end work papers to ensure audit timetable is adhered to and auditors are managed effectively.</li> <li>• Ensure integrity of general ledger data by ensuring correct coding of revenues and expenses.</li> </ul>
<b>Treasury</b>	<ul style="list-style-type: none"> <li>• Monitor bank and cash flow activities of the organisation.</li> </ul>
<b>Taxation</b>	<ul style="list-style-type: none"> <li>• Prepare company tax returns for review and lodgement by tax advisors.</li> <li>• Prepare and lodge annual FBT return.</li> <li>• Review and lodge BAS and IAS returns.</li> </ul>
<b>Budgeting</b>	<ul style="list-style-type: none"> <li>• Prepare annual budgets including head office, administration services and asset owner entities.</li> </ul>
<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>• Prepare and lodge annual prudential returns for aged care entities.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Review, monitor and implement improvements to processes and systems.</li> </ul>

### Skills, Knowledge and Experience

- Degree qualified and member of CA/CPA
- 7+ years accounting experience
- Supervisory experience
- Knowledge of accounting principles and standards, and relevant legislative requirements.
- Understanding of general taxation principles – experience with preparing company tax returns.
- Strong problem solving, planning, decision-making and critical analysis skills.
- Excellent time management skills, and the ability to manage multiple tasks concurrently.
- Strong interpersonal skills.

- Well-developed written and verbal communication skills, including an ability to prepare high level reports to directors and executives.
- Attention to detail.
- Advanced Excel skills.

### Personal/Other Attributes

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- Exercise confidentiality with all TriCare information, in particular employees' personal details and payroll information.
- Ability to take responsibility for allocated tasks and complete them with minimum supervision.
- Adaptability and flexibility, and the ability to work in a team environment.
- Willingness to apply oneself during periods of heavy workloads to meet deadlines.
- Willingness to take a "hands-on" approach when necessary.

### Work Health and Safety

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The incumbent has the responsibility to comply with and meet all obligations contained in:

- a) Work Health and Safety (WHS) legislation;
- b) Related WHS responsibilities; and
- c) TriCare's Risk Management (RM) standards.

### Performance Measures

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Annual Improvement Review.