Position Description – Senior Accountant

Core Detail

Title	Senior Accountant Allegiance
Role	Maintain adequate accounting records to enable the preparation of monthly management reports and annual financial statements. Perform all necessary ledger reconciliations and maintain supporting working papers to ensure the accuracy of reports produced for the TriCare Group and associated companies. To assist management in the preparation & maintenance of appropriate company records.

Position Parameters

Employment	Full time, permanent
Reporting to	Finance Manager Allegiance
Location	TriCare Head Office

Detailed Description of the Position

Accounting	• Prepare month end journals.
	• Preparation of balance sheet reconciliations.
	• Prepare statutory and statistical returns/reporting, as required.
	• Compile and assist with preparation of monthly management accounts incorporating P&L, Balance Sheet.
	• Preparation of annual and quarter end compliance reporting.
	• Preparation of year-end financial accounts, including statutory financial statements/reporting.
	• Preparation of daily cashflow spreadsheet
	• Prepare Australian Business Surveys.
	• Liaise with external auditors.
	• Assist in monitoring residents billing with accounts receivable to ensure revenue is accurate.

Ongoing System Review	• To review existing systems and assist in developing improved procedures, and document these, in consultation with Manager.

Other	• Ensure correct filing (hard & electronic) of all accounts related reports, correspondence, etc.
	• Act as co-signatory on main Allegiance bank accounts.

	• Prepare adhoc accounting reports as directed by team leaders/Manager.
	• Maintain accounting records and working papers, including filing and archiving.
	• Maintain subsidiary records and spreadsheets to support entries in general ledger.
	• Ensure appropriate managers are informed of issues that may become problematic.
	• Management of procedures and processes.
	• Other duties or projects as directed by the Finance Manager

Skills and Knowledge

• Oral and written skills of a high standard.

• Advanced accounting skills and knowledge of complex accounting entity structures.

• Problem solving and analytical ability.

• Organizational skills, and the ability to prioritize work is essential.

• Ability to liaise with all levels of the organization.

• High level of computer literacy, including Microsoft Word, Excel and Outlook.

Personal/Other Attributes

• Exercise confidentiality with all TriCare information.

• Ability to take responsibility for allocated tasks and complete them with minimum supervision.

• Take pride in your work.

• Ability to work under pressure and meet tight deadlines.

• Organized self-starter who can prioritize work and be proactive.

• Ability to analyze and solve complex problems.

• Adaptability and flexibility, and the ability to work in a team environment.

• Willingness to apply oneself during periods of heavy workloads to meet deadlines.

Experience

• CA or CPA qualified with at least 5 years post-qualification experience.

• Strong technical accounting skills

• Demonstrated ability to work independently, within a team environment and organize/prioritize work in and around other people's deadlines and workloads.

• Strong analytical and problem-solving skills

• Demonstrated working knowledge of large ERP systems

Work Health and Safety

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

Annual Improvement Review.