Position Description – Senior Accountant

Core Detail

Title	Senior Accountant Allegiance
Role	Maintain accurate and complete accounting records across the Allegiance group of entities to enable the preparation of monthly management reports, compliance reporting and annual financial statements. Perform all balance sheet, profit and loss, intercompany reconciliations with well-supported working papers, and supervise the accounts payable and fixed asset processes to ensure the accuracy and integrity of financial information produced for the TriCare Group and associated companies.

Position Parameters

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

Detailed Description of the Position

Accounting	• **Balance sheet reconciliations:** Prepares complete, well-supported reconciliations for all balance sheet accounts monthly; investigates aged or unexplained items and clears them rather than carrying them forward. • **Profit and loss reconciliations:** Reviews and reconciles P&L accounts, including intercompany charges and expense allocations between entities and facilities, maintaining a complete and well-documented audit trail. • **Bank reconciliations and cash flow:** Finalises monthly bank reconciliations for all entities and prepares the cash flow statement with clear analysis of cash movements. • **Intercompany reconciliation:** Reconciles intercompany balances, loans and recharges across a multi-entity group; identifies root causes of mismatches (timing, mis-postings, missing entries) and posts correcting journals so the group self-balances. • **Month-end close:** Maintains up-to-date process documentation and month-end checklists for areas of responsibility. Owns journals, accruals, prepayments and provisions within the month-end timetable, with clear supporting workpapers that can be reviewed without explanation. • **Management reports:** Prepares monthly internal management reports, including Capex and revenue report, with variance analysis and commentary.

	• **GST/BAS:** Prepares multi-entity BAS, GST, PAYG-W, and PAYG-I reconciliations, ensuring all schedules are backed by accurate supporting workpapers. • **Lease accounting (AASB 16):** Maintains lease schedules, calculates right-of-use assets and lease liabilities, and posts depreciation, interest and lease modification entries. • **Compliance Reporting:** Supports the preparation of quarterly and annual government compliance reporting, including the Quarterly Financial Report and the Aged Care Financial Report. • **Audit support:** Supports year-end audit reconciliation and liaises with external auditors to resolve queries promptly.
Ongoing System Review	• Review existing systems and processes, and assist in developing improved procedures and documenting these in consultation with the Finance Manager. • Maintain up-to-date process documentation and month-end checklists for areas of responsibility.
Other	**Accounts Payable Supervision** • Supervises and supports the AP officer, reviewing their work and providing guidance and training. • Reviews weekly payment runs before authorisation, including checks for duplicate payments and correct supplier bank details. • Manages month-end AP cut-off and ensures invoices are coded to the correct entity and facility • Reconciles the AP ledger to the general ledger monthly **Fixed Assets Supervision** • Oversees the fixed asset process, including capitalisation versus expense decisions in line with the capitalisation policy. • Processes and reviews asset additions, disposals and transfers between entities or facilities. • Oversees monthly depreciation runs and the capitalisation of work in progress. • Reconciles the fixed asset register to the general ledger monthly.

Skills and Knowledge

- **Technical accounting:** Advanced accounting skills, with sound working knowledge of AASB 15, AASB 16, AASB 9 and AASB 116 and the ability to research and apply standards to new or complex transactions.
- **Tax:** Strong working knowledge of Australian GST and BAS requirements.
- **Advanced Excel:** Builds structured, formula-driven templates and reconciliation workbooks that others can use and audit.

- **Systems:** Experience extracting and analysing data from large ERP or accounting systems, and handling large datasets efficiently.
- **Communication:** Oral and written communication skills of a high standard, with the ability to liaise with all levels of the organisation.
- **Analysis:** Strong problem-solving and analytical ability.

Personal/Other Attributes

- **Attention to detail:** Self-reviews work before submission; reconciliations tie out, journals are correct the first time, and errors are caught before they reach review.
- **Initiative to learn:** Proactively researches unfamiliar accounting issues, standards or systems rather than waiting to be taught, and seeks to understand the reasons behind processes.
- **Ownership:** Takes responsibility for assigned areas end to end and completes them with minimal supervision, following through without needing to be chased.
- **Proactive communication:** Raises issues, risks and delays early. Responds to ad hoc information requests in a timely manner.
- **Receptive to feedback:** Applies review comments and does not repeat the same mistakes.
- **Time management:** Prioritises competing deadlines, works effectively under pressure and consistently delivers within the month-end timetable.
- **Teamwork:** Adaptable and flexible, and works well in a team environment.
- **Confidentiality:** Exercises confidentiality with all TriCare information.

Experience

- CA or CPA qualified.
- 5+ years' experience in a multi-entity environment.
- Strong technical accounting skills, demonstrated experience in month-end close, balance sheet and intercompany reconciliations.
- 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
- Aged care experience preferred.

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.