

# Position Description

<b>Title</b>	Assistant Revenue Accountant
<b>Business Unit</b>	Finance & Procurement
<b>Location</b>	130 Lonsdale Street, Melbourne   Working from home
<b>Employment type</b>	Full Time, Ongoing
<b>Reports to</b>	Senior Revenue Accountant

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

### 1. Position purpose

The purpose of this position is to ensure the accurate and timely capture and reporting of all government and other funding body revenues (not captured by accounts receivable).

### 2. Scope

**Budget:** nil

**People:** nil

### 3. Relationships

#### Internal

- Finance staff
- Program staff

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### Assistant Revenue Accountant

#### External

- External auditors

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#### 4. Key responsibility areas

##### Government Funding Management

- Maintain funding schedules and balance sheet reconciliations.
- Update funding schedules monthly and record revenue transactions.
- Escalate to the Senior Accountant and deviations to actual or budget.
- Complete annual acquittals in collaboration with Ops / FBPs.
- Provide monthly or adhoc reporting to key stakeholders

##### Other funding management (including non-D365 debtors)

- Liaise with operational staffs that manage non-D365 debtors systems, including Donor Management System (Donman), Client Management System (Procura), Early Learning Management Systems (KidsXap and Harmony).
- Create journals to record revenue from these systems.
- Reconcile balance sheet to debtors reports and provide aged analysis to Senior Accountant
- In collaboration with operational staff, Investigate and resolve discrepancies.
- Continually develop and implement process improvements.

##### Financial Management

- Assist in the development, implementation and monitoring of financial policies and procedures in relation to revenue.
- Produce other reports as required.
- Assist external and internal audits as requested.
- Ensure that all financial records are maintained to assure Uniting's compliance with all relevant Federal and State legislation, Funding bodies and Uniting's policies.
- Any other duties as are required within the scope, spirit and purpose of the job, the title of the position and its grading as requested.

##### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
  - Based on a relationship with a current member of Uniting's workforce
  - Based on my ongoing work with another organisation

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### Assistant Revenue Accountant

#### Qualifications

- Bachelor of Commerce or equivalent.
- Progressing towards CPA or CA status

#### Experience

- 3 years' experience in a complex organisation (preferred).
- Use of tier 1 or 2 Financial Management System (D365 preferred but otherwise with systems such as SAP, Oracle, Microsoft AX, Tech One).
- Competent Excel skills (able to easily create, update spreadsheets using intermediate formulas)

#### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- **Technical and business skills (competencies):** Excellent accuracy and numeric skills. Excellent organisation skills. High level of attention to detail. Sound judgment.
- **Personal skills:** Confidentiality, professionalism and honesty are essential. Ability to build rapport with other personnel and external clients. Ability to meet deadlines. Excellent interpersonal and communication skills. Strong work ethic and ability to work autonomously. Integrity and Professionalism. Articulate with good communication skills. A positive "can do" attitude. Ability to contribute effectively within a team environment

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## 5. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking. It is a condition of employment that all eligible workforce receive the COVID-19 vaccination and supporting evidence may be requested in order to perform duties at any of Uniting's workplaces.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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## 6. Acknowledgement

**I have read, understood, and accepted the above Position Description**

### Employee

Name:

Signature:

Date: