



Position Title

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| Position Title: | Assistant Accountant |
| Location: | Abbotsford, Melbourne |
| Reports to: | Finance Manager |
| Tenure: | Part-time: 0.4 up to 0.5 FTE, Fixed term 12-month contract |
| Classification: | Level 4.1 \$79,531 pro rata |

Background

The Children's Ground Approach is Australian designed with First Nations peoples. We are committed to systems change to ensure dignity, justice and equity for all children and families. Our work focuses on national systems reform by evidencing a new way of working.

The Children's Ground Approach is a whole of community, whole of life approach. We partner with communities over the course of a generation, led by local expertise, vision and intelligence. Together, we create and deliver an integrated system that is centred on learning, health, development and wellbeing. The Approach responds to the child and their family through the key transition points from pre-birth to young adulthood. Our Approach recognises the cultural, social and economic strength of communities and builds on this to equip children for opportunities locally, nationally and globally.

Children's Ground operates in Central Australia and across the Top End, with support provided by a Melbourne-based Shared Services team. In Central Australia we work across five locations in and around Alice Springs.

We are about creating a different future for children, families and communities experiencing the greatest levels of disadvantage and inequity in Australia. Our first priority is walking with and supporting First Nations communities.

The Role:

We are looking for an enthusiastic Assistant Accountant to join our dynamic Finance team. Reporting to the Finance Manager, you will be working within a friendly workplace environment with a fantastic opportunity to grow, develop and progress your career in finance.

Key Relationships

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| Reports to: | Finance Manager |
| Key Internal liaison: | All Finance team members, Directors, others as required. |



Key External liaison: CG Auditors, other as required

Key Responsibilities include:

- Completing daily bank reconciliations
- Completing monthly payroll reconciliations
- Completing General Ledger reconciliations for associated Payroll accounts
- Assisting with other General Ledger reconciliations as required
- Maintaining the fixed asset register
- Reviewing bill payments and back up for processing financial transactions
- Creation of invoices for funders, NDIS, others as required
- Monthly Management of Accounts receivable including debt collection.
- Oversee credit card receipt processing, reconcile credit card accounts and send out outstanding receipts reports bi-monthly.
- Reconcile donations between Finance and Partnerships & Investment systems.
- Assist with the annual audit of the financial statements.
- Assist with internal audit activities.
- Assist with funding acquittals.
- Provide back-up support for end-to-end payroll processing.
- Continuous improvement initiatives, streamlining processes and procedures as appropriate.
- Other ad hoc duties to support the finance team.

Skills and Experience Required

- Appropriate tertiary qualifications in accounting or working towards an accounting degree.
- Demonstrated experience in a finance role
- Ability to work independently and in a flexible team environment
- Strong technical skills with accounting software and Microsoft Excel
- Strong people skills – teamwork, facilitation
- Good communication skills

Desirable

- Experience with Xero, Microkeeper, Hubdoc and ApprovalMax.
- Self-starter
- A NT WWC (Ochre) card or willingness to obtain
- Willingness to undergo a National Police Check