

POSITION	Senior Accountant	STATUS	Full Time/Part Time
REPORTS TO	Executive Manager Corporate Services	LOCATION	Cheltenham
RELEVANT ENTERPRISE AGREEMENT	NA	RELEVANT UNDERPINNING AWARD	NA

BETTER PLACE AUSTRALIA

Better Place Australia has a vision of *“An Australia where all people experience positive relationships, truly value each other and live safer, more fulfilling lives”*. Our purpose is *“To empower people to become more resilient and experience improved wellbeing to better determine their futures”*.

Our organisational values are at the forefront of all interactions with our employees, our clients and our stakeholders.

We are:

- Creative
- Caring
- Welcoming
- Responsive; and
- Thriving

As a community focused ‘for-purpose’ organisation with an ever-growing range of psychological and community support services, Better Place Australia is taking a leadership role in the provision of high-quality, effective services for a wide range of community groups across Victoria.

PURPOSE OF ROLE

The Senior Accountant is responsible for ensuring the integrity, accuracy and timeliness of Better Place Australia's financial reporting and accounting operations.

Working closely with the Executive Manager Corporate Services, CEO and operational leaders, the role oversees the organisation's accounting function, delivers accurate financial reporting, supports budgeting and forecasting processes, ensures compliance with legislative and funding requirements, and provides financial insights that support effective service delivery across community programs.

WORK PERFORMED

The Finance Manager undertakes hands-on financial and payroll operations, prepares and delivers financial and compliance reporting, and actively supports risk and audit activities. The role works closely with the Executive Manager Corporate Services, Executive team and program leaders to ensure financial integrity, regulatory compliance, and continuous improvement.

Financial Management and Reporting

- Prepare accurate monthly, quarterly and annual financial reports for management, Board and external stakeholders.

- Manage month-end and year-end close activities, including journals, accruals, prepayments and reconciliations.
- Maintain the integrity of the general ledger and financial records.
- Monitor financial performance against budgets and investigate significant variances.
- Prepare cash flow forecasts and support effective treasury and cash management practices.
- Maintain fixed asset and depreciation schedules.

Budgeting and Business Partnering

- Support managers to understand financial performance, budgeting responsibilities and funding requirements.
- Provide financial advice to support operational and strategic decision-making.
- Develop financial modelling and scenario analysis to support organisational planning.

Funding and Contract Compliance

- Monitor funding agreements to ensure expenditure is compliant with contractual requirements.
- Prepare funding acquittals, financial returns and other reports required by government and non-government funding bodies.
- Support program managers to meet reporting obligations and maximise funding outcomes.
- Ensure appropriate documentation is maintained for funded activities and projects.

Governance, Risk and Compliance

- Ensure compliance with relevant legislation, accounting standards and regulatory requirements.
- Support organisational compliance with ACNC reporting obligations and charitable entity requirements.
- Coordinate annual financial statement preparation and external audit activities.
- Maintain strong internal controls and financial delegations framework.
- Contribute to organisational risk management and continuous improvement initiatives.

Systems and Process Improvement

- Review and improve financial systems, policies and procedures to enhance efficiency and accuracy.
- Identify opportunities to streamline reporting and strengthen financial controls.
- Develop and maintain financial procedures and user guides.

Stakeholder Engagement

- Develop effective working relationships with internal and external stakeholders.
- Present financial information in a clear and meaningful way to non-financial managers.
- Liaise with auditors, banks, funding bodies, regulators and professional advisors as required.
- Support organisational transparency and accountability through high-quality financial reporting.

Other:

- Other duties as assigned and which are consistent with the scope of the position.

REQUIRED KNOWLEDGE AND EXPERIENCE

Essential:

- Tertiary qualification in Accounting, Commerce, Finance or a related discipline.
- CPA or CA qualification, or working towards professional membership
- Minimum 5 years experience in a senior finance role
- Demonstrated experience preparing monthly and annual financial statements, management reports and board reporting.
- Experience managing month-end and year-end accounting processes.
- Proven experience in budgeting, forecasting and financial analysis.
- Experience coordinating external audits and implementing audit recommendations.
- Demonstrated experience maintaining general ledgers and completing complex account reconciliations.
- Experience providing financial advice and support to operational managers and non-financial stakeholders.

- Proven ability to identify and implement process improvements and strengthen financial controls

Desirable:

- Knowledge of the community services, disability, family services, housing, aged care or social support sectors.
- Understanding of Victorian Government and Commonwealth funding arrangements relevant to community services organisations.
- Knowledge of Australian Charities and Not-for-profits Commission (ACNC) reporting requirements and governance standards.

PERSONAL COMPETENCY REQUIREMENTS

- Accountability and integrity
- Collaboration and teamwork
- Customer and service focus
- Analytical thinking and sound judgement
- Continuous improvement mindset
- Effective communication and stakeholder engagement
- Leadership and influence
- Commitment to organisational values and community outcomes

RISK SCREENING

- Current Victorian driver's license and access to own transport
- Current satisfactory National Police check
- Working with Children Check (Victoria)

KEY RELATIONSHIPS / INTERACTIONS

Internal

- Program Leads
- Executive Team
- CEO

External

- External partners
- Government funding bodies

GENERAL INFORMATION

Better Place Australia is a for purpose organisation, providing services for all members of the community regardless of religion, age, gender, sexuality, lifestyle choice, cultural background or economic circumstances. We offer a workplace culture reflective of a vibrant, learning organisation where our people are highly engaged in their work and committed to making a difference. At BPA, we all have a shared responsibility for supporting a culture of inclusivity and diversity. Our organisation is committed to child safety and we carry out police record, working with children and reference checks to ensure that we are recruiting the right people.