



ACCOUNTANT

JOB DESCRIPTION

TITLE Greening Australia (WA)
Assistant Accountant

EFFECTIVE DATE OF DOCUMENT: 24 September 2008

REPORTS TO: Accountant

Delegation of Duties & Authorities in your absence: Chief Financial Officer

Internal Relationships: Accountant
Executive Assistant to CEO
Finance & IT Support Officer
Chief Financial Officer
Chief Executive Officer
Program/Project Managers & Coordinators

KEY RESPONSIBILITIES:

The Assistant Accountant reports to the Accountant and is responsible for the effective and efficient processing of accounting data of Greening Australia (WA).

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To Manage	To Ensure	To Do
1. Assist with preparation of monthly management accounts to provide relevant and timely financial information to management and the Board	• That the financial recording requirements of Greening Australia (WA) are met.	• Process Accounts Receivable and Payable, and credit cards accurately and within required timeframes.
	• That efficient financial processes are maintained and/or implemented	• Assist with the processing and reconciliation of GAWA's operating, term deposit and trust accounts, and other balance sheet accounts.
	• That monthly Project finance reports are prepared	• Assist Accountant with inclusion of financial reporting detail in monthly reports.
	• Analysis of expenditure	• Analyse expenditure such as vehicle costs and mobile telephone costs
	• Accurate and timely reporting to funding bodies	• Assist in preparation of program/project acquittals as and when required by the Accountant.
2. Assist with the preparation of annual audited statutory accounts, with the assistance of external auditors, to ensure compliance with all constitutional and legislative financial reporting requirements	• Preparation of the monthly finance work papers and annual audit working papers	• Assist in preparation of written reconciliations of Balance Sheet and major Income & Expense accounts
	• Preparation of annual FBT return	• Assist in the preparation of audit working papers
	• Preparation of business and instalment activity statements	• Under the direction of the Accountant assist with the annual FBT return.
3. Assist with Payroll and other Human Resources functions.	• Under the direction of the Accountant assist with the preparation of monthly instalment activity statements and quarterly business activity statements	• Human Resources records are updated regularly
	• That staff personnel records are accurate and confidential • That fortnightly payroll is processed in a timely and accurate manner. • That superannuation and other payroll legislation are compliant.	• Staff payroll is processed fortnightly. • Superannuation and other legislative payroll requirements are fulfilled.
4. Manage Personal Work Priorities	• That personal work goals and plans reflect	• Establish and meet personal priorities and work goals

<p>and Professional Development within skills and competence as required.</p>	<p>the organisation's plans, personal plans, responsibilities and accountabilities</p> <ul style="list-style-type: none"> • That personal qualities and performance serve as a positive role model in the workplace • That action is taken to achieve and extend personal work goals beyond those planned 	<ul style="list-style-type: none"> • Measure and maintain consistent personal performance in varying work conditions and work context • Manage activities according to priorities outcomes and milestones identified in work plan • Report regularly to line manager to ensure appropriate performance against agreed goals.
	<ul style="list-style-type: none"> • That professional competence is developed and maintained. 	<ul style="list-style-type: none"> • Assess personal knowledge and skills against competency standards to determine development needs and priorities and negotiate these with line manager • Use feedback from Manager and colleagues to identify and develop ways to improve competence • Participate in professional networks and associations to enhance personal knowledge, skills and relationships • Identify and develop new skills to achieve and maintain a competitive edge



ASSISTANT ACCOUNTANT

Selection Criteria

SELECTION CRITERIA:

1. ESSENTIAL CRITERIA

- a) Finance qualification plus 1 to 2 years financial management/accountancy experience, or working towards a finance qualification plus 2 to 3 years experience
- b) Demonstrated hands-on experience in processing of accounts payable and receivable and credit cards
- c) Exposure to, and ability to compute Fringe Benefits Tax
- d) Well developed oral and written communication skills, particularly in dealing with non-finance staff regarding finance-related issues.
- e) Demonstrated hands on experience in modular accounting software, preferably Microsoft Dynamics Great Plains, MYOB, Sage MicrOpay and the standard Microsoft Suite of software.
- f) Initiative, energy and an eye for detail with an ability to think laterally and problem solve.

2. DESIRABLE CRITERIA

- a) Working knowledge of online banking and experience in month end reconciliations.
- b) Working knowledge of Not For Profit organisations.
- c) Commitment to caring for the natural environment.

Please forward your application addressing the Selection Criteria (as outlined in Job Description) and including your Resume (CV) to:

**Katherine Lehmann,
Greening Australia WA, 10-12 The Terrace, Fremantle, WA 6160
or klehmann@gawa.org.au
By 8 October 2008**