

POSITION TITLE: Financial Accountant

DEPARTMENT: Business Operations - Finance

DATE: January 2018

REPORTS TO: Chief Financial Officer (CFO)

Organisational Vision:

An inclusive world in which all persons with disabilities enjoy their human rights and achieve their full potential.

Organisational Mission:

CBM is an international Christian development organisation, committed to improving the quality of life of persons with disabilities in the poorest countries of the world.

Purpose of Role:

To perform key finance functions of the organisation.

Level of Direction or Supervision:

This is a supervised role, however the position requires a significant amount of time and task management and a degree of autonomy in achieving the position outcomes is to be expected.

Key Tasks and Priorities:

Key Areas of Responsibility	Key Tasks	Performance Indicators	Weighting Total= 100
Accounts Payable functions	<ul style="list-style-type: none"> • Maintain Supplier records • Send out purchase orders to suppliers • Review of general ledger coding • Billing purchase orders • Weekly payment of bills • Follow up outstanding bills and other supplier queries 	<ul style="list-style-type: none"> • Purchase orders sent out within one business day of approval • Payments processed weekly prior to due date. • Remittance advices sent on the day payments are made • Outstanding issues with purchase orders and bills resolved in a timely manner 	20%

Accounts Receivable functions	<ul style="list-style-type: none"> • Maintain customer records • Send out invoices to customers • Review of general ledger coding • Allocate monies received • Follow up outstanding invoices • Donations received imported and reconciled 	<ul style="list-style-type: none"> • Invoices sent out within one business day of approval • Outstanding debtors followed up in a timely manner • Donation income reconciled to bank statements on a weekly basis 	15%
Reconciliations and month end processes.	<ul style="list-style-type: none"> • Monthly transactions & journals processed • Maintain petty cash records and cash on hand • Completion of monthly reconciliations • Quarterly BAS • Quarterly leave reconciliations • Monthly payroll to general ledger reconciliation • Monthly fixed asset register to general ledger reconciliation 	<ul style="list-style-type: none"> • Reconciliations finalised 6 business days after end of month • Petty cash reconciled twice a month 	25%
Corporate credit cards and employee expenditure	<ul style="list-style-type: none"> • Manage credit card application and termination process • Import credit card transactions into the finance system monthly • Review and provide finance approval for employee expense reports 	<ul style="list-style-type: none"> • Corporate card transactions uploaded on 1st of each month • Approved acquittals checked for accounting accuracy within one business day of approval 	10%
Investments	<ul style="list-style-type: none"> • Accounting for investments • Assist with management of portfolio • Assist with accounting for and reporting of investments received from supporters, 	<ul style="list-style-type: none"> • Monthly processing of investment activities finalised by the 6th business day after month end • Transactions enacted within one business day on instruction from CFO or COO 	10%

	including managing income received from perpetual trusts	•Supporter and Trust Fund investments appropriately accounted for and reported	
Reporting	<ul style="list-style-type: none"> •Building new and customised reports as required •Delivery of monthly reports 	<ul style="list-style-type: none"> •Reporting prepared as required •Initiative taken to identify and create enhanced reporting for users 	10%
Support Other Finance Functions	<ul style="list-style-type: none"> •Manage MYKI, cab charges and other •Assist in preparation for annual audit and other compliance activities •Assist with other finance functions in response to additional demands and staff resourcing •Assist with cash management as instructed •Ad Hoc duties as required by the CFO 		10%

SPECIFIC OUTCOMES REQUIRED

Maintain accurate accounting records
Accounting journals prepared and processed
Reconciliations prepared accurately and on time
Payments to suppliers and employees are accurate and on time
Strong relationships with internal and external stakeholders
Ensure appropriate risk issues for your areas of responsibility are identified, kept updated and appropriate mitigation strategies are developed, implemented and maintained.

KEY COMPETENCIES OF ROLE

Tertiary level qualification in accounting; CA or CPA preferred.
Excellent excel skills.
Excellent administration and organisational skills.
Ability to meet internal and external deadlines.
Knowledge and understanding of the CBM Australia accounting flows.
A team approach and strong interpersonal skills.

Able to establish strong, respectful and trusting relationships across all levels of CBM Australia.
Previous experience with NetSuite is favoured.
A professional accounting affiliation is favoured.
Previous payroll and salary packaging within a not for profit organisation is favoured.
Knowledge and experience in a not for profit organisation and/or international development will be highly regarded.
Commitment to CBM's mission and values.
A willingness to contribute to the growth and development of CBM and its work.

JOB EVALUATION		
Factor	Level	Score
Responsibility and Accountability	4-5	173
Judgement and Decision Making	4	72
Interaction and Influence	4	72
Knowledge and Application of Creative and Technical Skill	5	250
TOTAL		567
Salary Grading		Grade 7

Signed

Signed

 Manager Name and Surname
 Chief Financial Officer

 Incumbent Name and Surname
 Financial Accountant

Date

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Date

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