



JOB AND PERSON DESCRIPTION

Position Title:	Assistant Accountant
Program/Work Area:	Finance Team
Classification:	Social, Community, Home Care and Disability Services Industry Award 2010: SACS Level 5
Position Hours:	38 hours per week
Location:	MIFSA Wayville

MIFSA

The Mental Illness Fellowship South Australia (MIFSA) is a community based, not for profit organisation, which provides a range of education, support, rehabilitation and recovery based programs for people with mental illness, their carers and the community. MIFSA programs are delivered utilising “lived experience” of people with mental illness and carers, and according to a psychosocial rehabilitation model and recovery philosophy and practice. MIFSA’s objectives include promoting greater community knowledge, awareness, support and understanding of the effects of mental illness on individuals and their carers. These objectives are pursued through research, illness management, support, reducing stigma and advancing the rights of people with a mental illness and their carers. MIFSA is part of a national body with branches across states and territories in Australia. For more information about MIFSA services and programs go to www.mifsa.org

OUR VISION, MISSION and VALUES

OUR VISION is a South Australian community which understands mental illness and responds with confidence, respect and hope.

OUR MISSION is to increase opportunities to achieve good mental health, to promote acceptance of mental illness in the community and provide quality services for people with mental illness, their family and friends.

Our **VALUES**:

*Show **Respect*** by treating all people with dignity, valuing diversity and utilising knowledge from lived experience

*Foster **Team*** through consultation and collaboration to sustain a positive culture in the achievement of common goals

*Create **Quality*** and seek excellence in all areas through continuous quality improvement

*Embrace **Opportunity*** through organisational growth and by increasing the range and depth of our service delivery

POSITION SUMMARY

Under the limited direction of the Financial Services Manager, the Assistant Accountant will assist in all financial processes to provide a large range of financial and accounting services and assist in developing new systems and procedures in order to meet the operational and strategic goals of MIFSA.

SPECIAL CONDITIONS

National Police clearance is required prior to appointment. The duties of the position may vary over time but will remain consistent with the role of Assistant Accountant. The position is subject to ongoing Government funding. You must hold a Permanent Resident Visa or be an Australian Citizen to apply for this position

DUTIES

- Assist in the development and management of Finance and Administration's strategic and operational plans (including risk assessment) and budgets.
- Assist the Financial Services Manager in the budgeting cycle for MIFSA, and maintain an efficient and effective budget framework.
- Assist in the preparation of annual financial statements to meet statutory requirements.
- Assist in the preparation of an array of financial and management reports to support effective and timely operational and strategic decision making. This includes month end management accounts.
- Provide support to MIFSA management team members and provide analysis and commentary to assist them evaluate the financial information they receive.
- Conduct financial and business analysis to enable internal clients to determine the financial viability of strategic and operational plans.
- Provide the framework to enable MIFSA's assets and financial resources to be managed efficiently and effectively.
- Assist the Financial Services Manager to establish systems and processes which enable compliance with relevant legislative, regulatory, security, control and policy requirements. This includes adherence with accounting standards and tax legislation.
- Provide general accounting support, including general ledger reconciliations, Bas returns, payroll processing, superannuation workcover records, and periodic acquittal preparation and lodgement in the processing of accruals and prepayments.
- Maintain appropriate records and reporting in accordance with Funding and Service Agreement requirements, Service Excellence Program requirements and industrial legislation requirements.
- Engage in regular supervision and annual performance appraisals to ensure ongoing professional development and the delivery of quality service.
- Contribute to a high standard of service provided by MIFSA by participating in relevant meetings, delivering a service consistent with MIFSA's strategic plan, policies and procedures and by participating in continuous quality improvement activities.
- Plan, develop and implement special projects as directed by the CEO and/or Financial Services Manager to meet specific and identified needs of participants and the community.

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED

- A qualification (or near qualified) in accounting. Some experience is an advantage.
- Knowledge of general ledger processing and preparation of financial reports, including trial balance, profit and loss statement and balance sheet.
- Knowledge of QuickBooks accounting package (preferred but not essential) and Microsoft Excel (or equivalent computer programs).
- Knowledge of payroll processing, superannuation and WorkCover obligations, and reconciliation of bank and other general ledger accounts.
- Knowledge of administering accounts payable and accounts receivable.
- Knowledge of GST legislation, and preparation of Business Activity Statement returns.
- Working knowledge of Microsoft computer programs, and Internet and email use.
- Comprehensive self-management, communication, organisational and interpersonal skills.
- Highly developed ability to be flexible and adaptable in a dynamic setting, able to work autonomously, and interpersonal skills to work within small team environments.
- Sound understanding of organisational operations and workplace practices, e.g. Equal Opportunity and OHS&W.