

POSITION DESCRIPTION

FINANCIAL ACCOUNTANT

DEPARTMENT DIVISION	Finance
REPORTS TO	Director Shared Services
LOCATION	Sydney

About HOST International

Established in December 2016, HOST International is a not-for-profit company limited by guarantee committed to working wisely, creatively, and carefully to help create a better, safer future for displaced people and host communities around the world.

HOST International specialises in social and economic inclusion of refugees and migrants and has developed a unique coaching model that fast tracks access to employment and educational outcomes for new arrivals. Our programs focus on building self-efficacy and centre around the development of a realistic employment pathway plan that takes into consideration prior skills, experience, and future aspirations.

We believe that social and economic inclusion are core pillars of effective settlement and inclusion, and that each migrant/refugee needs a tailored approach that considers gender, discrimination, skills gaps, and professional networks. Our approach is also embedded in a community development framework that recognises needs in the broader community such as industry skills gaps, population growth, and social cohesion.

Our Governing Principles

Creating and maintaining humanity, hope and dignity is at the core of our work with displaced people and host countries.

Our Values

- Respect
- Integrity
- Compassion
- Diversity
- Innovation

1. Position Summary

The Financial Accountant will be responsible for leading the efficient and competent financial systems and record keeping for HOST International and its subsidiary entities through a shared services operating model. The position will coordinate and oversee all financial record keeping, reporting and financial control mechanisms with support from contracted bookkeepers for accounts payable and meeting multijurisdictional requirements.

The position will be part of a team of shared business services supporting the efficiency and integrity of all of HOST's International and local operations. This position is best suited for someone who values attention to detail, collaborative teamwork and creative problem solving.

2. Qualifications and Requirements

Essential:

- Bachelor's Degree or equivalent in Financial Accounting with a strong understanding of Australian Financial Standards
- Demonstrated ability to produce accurate and timely financial reports and analysis to both senior and operational staff
- Excellent attention to detail and workflow deadlines
- Experience with corporate financial systems (preferably Microsoft Business Central or similar)
- Commitment to multidisciplinary teamwork and accountability
- Demonstrated ability to train and develop capability in others
- Ability to apply critical thinking in the development and adaptation of financial systems to suit operational needs

Desirable:

- Experience in a financial accounting role within an Australian charity
- Experience working with multicultural and multilingual colleagues.
- Experience with organisations working across multiple countries

3. Key Responsibilities

- Oversee and participate in the preparation of accurate invoices, payments and receipts within expected timeframes within the HOST financial system (Microsoft Dynamics / Business Central).
- Oversee and administer payroll to ensure all staff, contractors and suppliers in Australia and Internationally are paid on time
- Ensure that financial records are maintained in line with legal and ethical requirements within HOST systems and across multiple country operations with support from frontline and administrative staff.
- Prepare BAS and other statutory returns in various domestic and international jurisdictions
- Leading the Co-ordination, collection and delivery of fortnightly payroll information required by payroll services providers.

- Verifying financial statements, ledgers and accounts and making corrections where appropriate.
- Preparing and recording month end journals and reconciliations of balance sheet accounts
- Maintaining subsidiary accounts balances by verifying, allocating, posting, reconciling transactions, and resolving discrepancies as required
- Preparation of Trial Balance, Profit and Loss and Balance Sheet, Consolidated Financial Statements and Cashflow Forecasts in accordance with Australian Accounting Standards
- Preparation of financial reports for Management and Boards
- Provide leadership in the preparation, management, and maintenance of the overall organizational and program budgets
- Managing the financial resources for HOST as well as all assets belonging to HOST.
- Supports senior staff to complete external audit processes
- Engage with, support, train and provide high quality services to all internal and external stakeholders as required
- Provide support and training to HOST managers to ensure effective financial controls and monitoring are in place throughout the organisation
- Contribute to the continuous improvement of finance policies, processes, and practices to support efficient and effective finance operations and reporting
- Works with Administrative staff to ensure HOST maintains value for money through the establishment of sound procurement policies, cost effective supplier arrangements and a preferred suppliers list for goods and services
- Protects HOST's value by keeping all financial information confidential

4. Expectations of HOST Employees

In addition to the duties listed above, all HOST staff are expected to:

- Respect and abide by HOST's vision, mission and values, ensuring that their conduct is consistent with the HOST Code of Conduct and HOST Child Safeguarding Code of Conduct and is fully compliant with the provisions of HOST policies and procedures.
- Carry out general administrative functions related to their role and to the effective and efficient functioning of HOST including the timely and accurate management of case files, relevant databases, and all service delivery communications and data.
- Participate in induction training relating to policy and procedures, workplace health and safety and HOST administrative systems.
- Comply with all other reasonable and legal directions of the Senior Manager or relevant Executive as required.
- Communicate concepts, information and arguments efficiently in personal and group contexts and across all organizational levels.

- When representing HOST at internal and external events, always ensure appropriate conduct and professional representation.
- Demonstrate high ethical standards and professionalism and visible support and promotion for corporate outcomes and corporate values; and
- Perform other duties commensurate with skills and experience as required.

4.1 *Position Responsibilities*

- Applicants must have the right to work in Australia.
- All applicants must undertake a National Police Check and not have any serious convictions including fraud, assault or serious theft. Any convictions should be declared up front and will be discussed confidentially upon receipt of the criminal record check; and
- Applicants will be subject to social media screening as part of employment and visa application checks.

5. HOST's Core Competency Framework

Customer Orientation	The ability to demonstrate diverse customer focused support and stakeholder engagement in all business-related activities, acting without prejudice and in a manner, that promotes inclusion.
Continuous Improvement	The ability to demonstrate support for organisational change necessary to improve effectiveness and efficiency as well as proactively helping others to successfully navigate through organisational change.
Teamwork	The ability to work collaboratively as part of a high performing team ensuring the effective and efficient operation of HOST in accordance with its values, strategic direction, industry best practice and contractual obligations.
Analytical Thinking	The ability to clearly analyse a situation and seek out relevant information needed to address challenges using a logical, systematic and sequential approach.
Communication	The ability to communicate appropriately and proficiently across varying audiences and contexts, with demonstrated experience in preparing high-level reports, correspondence and briefings.
Initiative	The ability to identify or pre-empt what needs to be done and take appropriate action before being asked or before the situation requires it.
Safety & Wellbeing	The ability to contribute positively to and take responsibility for one's safety & wellbeing and the safety & wellbeing of those around to ensure a climate of safety, support, resilience and balance.

The above core competency framework applies to all staff working at HOST.

The competencies provide a common language, across HOST, for discussing the Way We Work, not just what we do. It clarifies the behaviours and attributes required of all staff working at HOST. Core Competencies are a critical part of HOST's Organisational Culture and set the minimum expected standard of behaviour for everyone at HOST.

6. Workplace Health and Safety (WHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

WHS responsibilities are applicable to positions as outlined in the HOST WHS policy. These include general staff responsibilities as well as additional responsibilities that apply for Managers, Supervisors and other Personnel.

Acknowledgment and e-sign off

Staff are expected to carry out any duties, within the scope of their ability, that are necessary to fulfil the position objectives. This position description may change over time due to the nature of HOST activities and a flexible attitude to change is expected of all staff. Any such changes will be discussed with staff as soon as practicable.

As the incumbent of this position, I confirm that I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position. I understand this position description is not a duty statement, it is only intended to provide an outline of the key responsibilities of the position.

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description.

AGREED BY	
Employee Signature	
Employee Name	
Date	/ /

