

## Position Description

<b>Position Title</b>	<b>Accountant</b>
<b>Position Status</b>	Part-time (0.6 FTE) / Ongoing
<b>MEA Classification</b>	Victorian Community Legal Centres Multi-Enterprise Agreement 2024-2027 Social and Community Services Employee, Level 5
<b>Position Reports to</b>	Finance Manager
<b>Position Supervises</b>	Nil
<b>Date Reviewed</b>	January 2025

### About Women’s Legal Service Victoria

Women’s Legal Service Victoria (Women’s Legal) is a specialised and state-wide organisation providing services and support to women since 1982. We exist to help build a gender equitable society and are committed to working alongside women experiencing disadvantage to promote their rights to live free from violence. It is through a feminist lens that we deliver high quality services to our clients and support each other as colleagues.

Women’s Legal is an employer of choice, providing an inclusive, flexible, and supportive environment for our staff to thrive. We welcome women across all career stages, and we recognise the many roles played by women in their families and communities. We are committed to supporting women’s participation in employment through building skills and knowledge for those looking for a change, and valuing the diverse expertise brought into our organisation.

### About our Finance Team

The Finance Team is comprised of finance professionals who work collaboratively to provide timely and accurate financial information to all stakeholders of Women’s Legal (both internal and external). We work together with all Women’s Legal teams to ensure the accuracy of our reporting and that financial data shared is relevant and timely. We maintain up to date, accurate information, and work with the CEO to develop and achieve the organisation’s strategic goals. We ensure all financial regulatory requirements are met in relation to Accounting Standards and State & Commonwealth compliance. While maintaining confidentiality we are committed to always upholding the profession’s ethical standards.

### Position Overview

The Accountant is responsible for assisting with the financial reporting requirements of the organisation. The role will ensure all financial statements are prepared accurately, and in a

timely manner in line with accounting standards and regulatory requirements. This role will contribute to the organisation's strategic advocacy priorities and outcomes.

## Key Responsibilities

### 1. Maintain Accurate Financial Data

- Collaborate with the Bookkeeper to ensure accurate collection and review of information to enable timely preparation of financial statements;
- Ensure our appropriate financial systems (e.g. Xero, ApprovalMax etc.) are used to manage accounts payable (AP) and accounts receivable (AR) functions, and to work with other departments to ensure bills are coded correctly and all necessary supporting documents are received and maintained on Xero;
- Support the preparation and presentation of key financial reports, project acquittals, cash flow statements and any other reporting requirements as required;
- Assist with year-end audit processes, liaise with auditors, prepare financial statements, reconciliations, and provide support for year-end audit as required; and
- Contribute to the development and maintenance of robust systems and procedures in the finance function.

### 2. Reconciliations

- Reconcile all business financial data for the accurate and timely accounting of all operations;
- Prepare journal entries and reconciliation papers, from the beginning of the financial period to close, ensuring that all relevant supporting documents are duly prepared and filed; and
- Maintain project accounts via individual funding streams, the fixed asset register (to manage depreciation and assets of the organisation), leave and payroll liabilities and other relevant registers/accounts deemed necessary to ensure financial reporting is accurate.

### 3. General

- Assist the Finance Manager with investment strategy and manage investments to maximise income and sustainability;
- Assist the Finance Manager in budgeting, reforecasting, financial modelling, and financial analysis as needed;
- Assist or process fortnightly payroll as required;
- BAS preparation and assist in other compliance lodgement;

- Contribute to a healthy, productive group culture where work practices, decision making, and behaviours reflect Women's Legal's intersectional feminist philosophy and values; and
- Perform other duties as directed and necessary for the proper performance of the role.

## Key Selection Criteria

### 4. Skills, Knowledge, and Behaviour

- Strong accounting skills including for government funding and undertaking acquittal processes;
- Excellent understanding of accounting standards and ability to interpret legislation relating to accounting standards and other regulatory requirements;
- Strong knowledge of Excel and accounting packages;
- Payroll experience is an advantage;
- Excellent time management and the ability to manage multiple concurrent deadlines;
- Strong attention to detail;
- Demonstrated ability to build strong working relationships within the team and the wider organisation;
- A growth mindset, with a focus on learning and continuous improvement; and
- Demonstrated ability to be flexible, particularly whilst working in an environment of change.

### 5. Qualifications and Experience

#### Essential

- Accounting qualification
- Proficient Xero user

#### Desirable

- Experience working in a NFP organisation
- Experience with Employment Hero

## Values and Behaviours

Everyone who works at Women's Legal plays an important role in upholding our ethics outlined in the Code of Conduct and living our values. Together, we are:

- Authentic:** We are reliable, trustworthy, and transparent about how we work. We reflect on our work and take responsibility for our actions.
- Collaborative:** We are stronger when we work together. By sharing power and privilege with diverse voices, we achieve better outcomes. We respond to requests for help with generosity.
- Courageous:** We are brave, resilient and face challenges with integrity. We unapologetically advocate for our goals and back one another to take considered risks to increase our impact.
- Inclusive:** We believe respect, equality and opportunity must be afforded equitably and to everyone. We understand this will require critical reflection on where power lies and how it functions, and active effort to disrupt it.
- Purposeful:** Our services respond to the community, laws, and people we work with. We value curiosity and relish opportunities to improve our work.

## Workplace Health and Safety Obligations

All staff have a responsibility to always display and promote safe actions in the workplace including:

- Participating in the development of a safe and healthy workplace;
- Complying with instructions given for their own safety and health and that of others, in adhering to safe work procedures;
- Cooperating with management in its fulfilment of its legislative obligations. Taking reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation;
- To report any injury, hazard or illness immediately, where practical to their supervisor;
- Not place others at risk by any act or omission; and
- Not wilfully or recklessly interfere with safety equipment.

## National Criminal History Check

All successful candidates will be required to produce a national criminal history check prior to the commencement of their employment.

Please note, non-lawyers employed by Women's Legal Service Victoria are required to comply with Section 121 of the Legal Profession Uniform Law.

## Equal Opportunity Employer

We recognise our work benefits greatly from the unique knowledge, skills, and expertise of individuals with diverse experiences, including those with lived experience of family violence, Aboriginal and Torres Strait Islander people, women with disability and women from migrant, refugee, or non-English speaking backgrounds. If this is you, we strongly encourage you to apply.

Women's Legal relies on an exception under the *Equal Opportunity Act* to employ women only.