cultura.

Position Description:
Accountant

Position title	**Accountant**
Job type	Part time or Full time
Hours of work	30 - 38 per week
Reports to	Finance Manager
Location	Corporate Office
Department	Finance
Direct reports	n/a
Agreement/Award	SCHCADS Awards Level 6
PD date	July 2022

Cultura

Cultura is the new organisation resulting from the merger of Geelong Ethnic Communities Council (trading as Diversitat) and Cultura.

Our Purpose: Provide innovative services to support, care for and celebrate culturally diverse individuals through their life journey

Our Vision: Empowering diverse individuals and communities to reach their full potential

Our Values: Inclusion Integrity Sustainability Kindness

MACS and Diversitat have been serving the Geelong community for more than 40 years with a focus on our multicultural communities. As the new entity, Cultura operates across various sites delivering a range of services including residential aged care, home care and aged support services, settlement, training and education, financial counselling and disability support. We also operate a range of social enterprises including The Pulse community radio and various community events including the popular Pako Festa.

Our aim is to empower individuals and communities to reach their full potential and we aspire to provide an innovative and high-quality response to the changing needs of a culturally diverse community. Every day we act and behave according to our values, with our communities, clients, residents and consumers, and with each other. These values are a key part of our identity and are what brings us to work together successfully.

Cultura has around 400 staff, 300 volunteers and an annual operating budget of $34 million.

Position summary

The Accountant provides operational support as part of the Finance team to ensure that Cultura achieves its operational objectives.

Working closely with the Finance Manager and General Manager of Corporate Services, the Accountant is accountable for the development and implementation of the Finance's performance against the strategic and operational goals.

The role must ensure a focus on the needs of our programs and services' financial management and sustainability, so that Cultura consistently meets expectations and improves community outcomes. This position must always model behavior aligned to the Cultura values of Inclusion, Integrity, Sustainability, and Kindness.

This role provides operational support on the relevant professional discipline and content areas that are intrinsic to the position. As a subject matter expert on the specialist areas of the role, it assists to inform and guide the policy, frameworks and operational decisions of Cultura for the functions covered within the position.

Duties

- Month end reporting including Balance Sheet reconciliations, journal posting, accruals, fixed asset management, payroll journals.
- Assistance with budgeting and quarterly forecasting
- Assistance with departmental financial analysis and reporting
- Financial grant reconciliations
- Assist with year end audits, internal compliance audits, and other compliance reporting as required
- Tax related reporting including BAS and FBT
- Promote and adhere to company policies and procedures
- Support AP, AR and Payroll as required
- Other duties as directed by the Finance Manager

Qualifications and experience

Essential

- Degree in Commerce/Accounting
- Qualified as either CA/CPA, or near completion
- At least 3 years' experience with hands on experience in a similar role
- Strong finance system skills, including excel and ERP
- Strong interpersonal skills, with clear communication
- Problem solving skills

Desirable

- Experience in process improvement and delivering on innovative change
- Prior experience in a service driven and complex government funded environment

Other Terms and Conditions of Employment:

- Staff will comply with Cultura OHS policies and procedures including the requirement to take reasonable care for their own health and safety and that of other people who may be affected by their conduct. Workplace incidents and injuries are to be reported to a nominated OHS representative and staff are encouraged to raise health and safety concerns in accordance with policy and procedure.
- Employment is subject to the satisfactory completion of a Police Record Check, Victorian Employee Working with Children's Check, Work Rights Check and providing evidence of sufficient COVID 19 vaccinations. Cultura will pay for the costs associated with Police Record Check, Victorian Employee Working with Children's Check and Medical Check.
- Staff are responsible and will be held accountable for their continuing compliance with our Mandatory Reporting – Child Protection policy. It is expected that staff will maintain contemporary knowledge of the policy and enact the policy at all times. Staff have a responsibility to raise any concerns they have about child safety to their direct manager or a senior manager immediately.

Child Safety

Cultura is committed to the safety and wellbeing of all children and young people. Cultura has zero tolerance for child abuse. Cultura is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and linguistically diverse backgrounds, children who identify as part of the LGBTI Community as well as the safety of children with a disability. Every person involved at Cultura has a responsibility to understand the important and specific role they play individually and collectively to ensure the wellbeing and safety of all children and young people.

Inclusion and Diversity

Cultura is committed to supporting Indigenous Australians, culturally diverse candidates and candidates with a disability gain employment and develop their careers with us. If you would like further information about this role, please feel free to contact us. We encourage you to apply.

Expected Behaviors

- acts in accordance with the Cultura code of conduct, and is committed to the Cultura vision, purpose and values;
- acts in accordance with health and safety policy and management system;
- actively promotes inclusion and diversity, and is not discriminatory against sex or sexual orientation, colour, race, ethnicity or national origins, age, religious or ethical beliefs, disabilities, political views, illness, marital status or family responsibilities;
- demonstrates a customer focus by prioritising the needs and outcomes of internal and external customers;
- acts in a manner consistent with Cultura policies, including by valuing diversity, inclusion, equal opportunity, privacy and confidentiality;
- demonstrates teamwork and collaboration and positively contributes to group activities;
- acts with agility, leading to innovation and continuous improvement;
- successfully completes all mandatory training in a timely manner, to support the delivery of high quality, safe and effective service delivery;
- provides evidence of relevant immunisation status, such as serological immunity or vaccination history, as required for the inherent requirements of the role;

- performs duties within scope of practice for the role, and according to the applicable credentials including qualifications, registrations and professional competencies;
- maintains current and valid credentials in accordance with relevant legislation and industry requirements.

Acceptance of offer

I understand the role, responsibilities and outcomes required to successfully meet the requirements of this position and I accept this Position Description.

Name	
Signature	
Date:	

Please return a signed copy of this Position Description to People and Culture, prior to commencing the role.