Company Accountant

Position Description

1.0 The Organisation

The Australasian College of Dermatologists is the peak national professional body for training specialist dermatologists in Australia. It is the leading educational and scientific authority on skin disease in Australia. As a specialist medical college, accredited by the Australian Government, it provides training for medical practitioners proceeding to become Fellows of the College and therefore registered specialist dermatologists. Its educational functions encompass post-graduate training and Continuing Professional Development for dermatologists, as well as training for general practitioners, nurses and medical students.

2.0 Position Overview

The Company Accountant is responsible for provision of primary support to the CFO for ongoing development and monitoring of control systems designed to preserve company and Group assets and report accurate company and Group financial results. The company accountant also holds responsibility in operation of day to day financial transactions with adherence to financial control.

3.0 Reporting

This position reports to the CFO and supervises junior accounts assistant (when a junior accounts assistant is employed)

3.0 Position Responsibilities

Day-to-day Financial Transactions:

- Administration and management of day to day accounts receivable, accounts payable, books/brochures inventory and the general ledger of the company,
- Review all incoming creditor invoices, conduct entity, cost centre and expenditure coding and have daily creditor invoices ready for data entry,
- Review sales requests and issue debtor invoices,
- Own and implement annual membership and trainee invoicing procedures and ensure member invoicing is finalised according to pre-determined deadlines
- Implementation and monitoring of College Purchasing / Procurement procedures
- Administration of purchase ordering system and issuance of purchase orders for the Group Entities
- Manage external outsourced payroll services and coordinate completion of fortnightly payroll, and ensure relevant payroll records are provided to the external payroll processors,
- Conduct regular bank reconciliations and determine and report short term cash requirements
• Prepare and part-authorise all supplier and payroll related payments via EFT, cheque and BPAY
• Process all company receipts from various sources, including direct credits, cheques, BPAY and credit card receipts
• Reconcile and monitor expenses on corporate credit cards and coordinate collection of relevant credit card source documents,
• Coordinate banking of received cheques and cash deposits when required
• Manage account assistant’s daily data entry workload and ensure the timely entry of all creditor and debtor invoices
• Conduct regular reviews of account assistant’s work and take reasonable steps to minimize and diminish financial data entry errors

Taxation and Superannuation

• Prepare and lodge company’s tax returns including: Payroll tax, PAYG and BAS
• Prepare and lodge superannuation returns

Credit and Financial Control

• Provide support to all College staff in establishing creditor accounts and credit terms in line with College purchasing policies
• Monitor and update all creditor accounts, credit terms and creditor banking details and report creditor account discrepancies to the CFO
• Effectively seek the correct implementation of the Group’s finance delegations policy and report discrepancies to the CFO
• Provide primary support to the CFO in development, monitoring and review of Group’s financial control procedures and policies

Fixed and Financial assets accounting

• Maintain company’s asset register and ensure asset register entries for new asset purchases were made on a timely fashion
• Ensure depreciation schedules are up-to-date according to College policies
• Ensure end of period financial asset fair values are reflected on College balance sheet
• Conduct investment portfolio bank reconciliations and recognition of period dividend and managed funds distributions income.

Intercompany transactions and intercompany fund transfers

• Conduct all intercompany (segment) receivables, payables and intercompany loan account transactions and intercompany ledger reconciliations
• Ensure the cash transactions between the segments are conducted on a timely fashion.

Period End / Year End processing

• Own and implement company period end processes and ensure such processes are finalised on a timely fashion.
• Conduct end of period calculations, estimates, accruals and provisions; present such calculations to CFO for approval and ledger posting
• Conduct all general ledger reconciliations and general ledger reviews
• Actively review and recommend improvement of period end processes
• Conduct end of year processing and prepare company accounts for annual audit.
Reporting, Budgeting and Annual Audit process

- Prepare monthly segment financial reports and present finalised reports to the CFO for review and distribution to the CEO and the executive team.
- Actively respond to executive team and relevant staff queries in relation to segment financial reports and resolve any outstanding issues.
- Provide support to the CFO in the preparation of quarterly Audit & Risk Committee finance packs, investigate and resolve issues identified by the CFO.
- Provide support to the CFO in the preparation of annual audit process and provide assistance to the auditors.
- Participate in short and long term cash flow planning, company annual budgeting and long term financial planning.
- Monitor company expenses and company revenue and alert CFO for irregularities in expenses and revenue.

Planning

- Participate in establishment and maintenance of company finance calendar and report progress on calendar events to the CFO.
- Plan workload of accounts assistant to adhere the finalisation of daily financial transactions and reporting deadlines.
- Maintain finance process improvements register and actively seek quality improvement opportunities of financial transactions.

Company financial management system administration

- Act as the administrator of company financial management system, MYOB EXO ERP, and ensure security, back up and safe guarding of company EXO data files in conjunction with company Network administrators.
- Maintain overall working knowledge of functional system modules and trouble shoot issues when required.
- Regularly review coding, general ledger and segment structure and ensure new business initiatives are accommodated within the ERP system.
- Maintain and/or participate in the establishment of company specific EXO operational manual.

Other duties

- Participate in annual review of company finance policies.
- In conjunction with the CFO, undertake performance review of the accounts assistant.
- Liaise with College bankers in resolving transactional matters.
- Maintain full knowledge and understanding of all finance policies, including financial delegations policy, and monitor and report variations to the CFO.
- Maintain and safe guard all financial records and files of accounts payable, accounts receivable, payroll, bank accounts and other sensitive financial documents.
- Attend meetings, conferences and staff development activities as required.
- Participate in company-wide projects when required.
- Maintain confidentiality in financial matters of the College, its related entities, including matters relating to College members and staff.
- Attend other duties within the context of finance and accounting as directed by the CFO.
Authorities

- Under the supervision of CFO, maintain co-authorisation and signatory status on all bank accounts
- Personally sign BAS, PAYG and Payroll Tax lodgements in the absence of CFO

### 6.0 Selection Criteria

**Essential:**

- Minimum 3 years’ experience as a professional accountant (post qualification) plus minimum 1 year experience in intercompany/segment transactions
- Understanding of annual audit processes and understanding/working knowledge of AASB standards applicable to non-profit limited by guarantee companies,
- Working knowledge of BAS, PAYG and Payroll Tax legislation
- Demonstrated experience in utilising internet banking facilities for bank payments, receipting and bank reconciliations
- Advance skills in MS Excel
- Experience in small to medium size ERP systems such as MYOB EXO, preferred or demonstrated ability to learn operation of such systems
- Excellent interpersonal, communication and English language skills
- Excellent organisational skills and ability to multi-task
- Willingness to be hands-on for data entry
- Strong attention to detail
- Demonstrated ability to prioritise and manage deadlines in a high workload environment

**Desirable:**

- Demonstrated ability to work in a small office environment
- Demonstrated experience in staff supervision

### 5.0 Qualifications

**Essential:**

- Undergraduate degree in accounting or business obtained from an Australian University
- Full membership of a professional accounting body such as CPA, CA, IPA

**Desirable:**

- Formal MYOB EXO training and/or equivalent experience
- Advance MS Excel Training

---

Position Authorised by | CEO
----------------------|--------
Authorised on         | 02 September 2015