

Position Description

Assistant Accountant



Australian
Rural Leadership
Foundation

Position description: Assistant Accountant
Two-year contract with possible extension
This position is based in Canberra

Approval date: 5 January 2021

Context

The Australian Rural Leadership Foundation (ARLF) designs and delivers leadership programs and initiatives to support thriving regional, rural and remote communities. Established nearly 30 years ago, the ARLF is a national, independent, not-for-profit organisation with both a national and international footprint. We rely on the financial support of the community, business, philanthropic and government sectors.

Position objectives

In this role, you will assist with the financial processing, management and reporting of the ARLF.

Duties and responsibilities

- maintenance of general ledger and month end processing
- processing of accounts payable and accounts receivable activities
- assist with statutory reporting, including BAS, FBT and ACNC reporting
- collaborate with project teams to support the monitoring of budgets
- contribute to contract reporting and related deliverables
- work as a member of the Foundation team to assist and support other staff as required, contributing to the broader role and aims of the organisation

Organisational Relationships

The occupant of this position:

- is accountable to the Chief Executive
- works under the direction of and is managed on a day-to-day basis by the Manager, Finance
- is required to work collaboratively with other ARLF staff

Delegations and Authorities

- financial delegations and authorities are outlined in the board endorsed Delegations Framework and include the authorisation of payments.

Conditions of Employment

Detailed conditions of employment are set out in the Foundation's Employee Manual. From time to time increase weekly hours and perform higher duties in times of need. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions required of the position.

About You

You are a person who has an eye for detail and enjoys juggling a range of tasks and diverse stakeholders. You enjoy working in a small team and are willing to pitch in to help others.

The successful applicant will need to possess the following:

- excellent attention to detail
- discretion as there will likely be sensitive information and figures discussed
- the ability to work to strict time constraints
- the ability to prioritise work
- excellent communication and interpersonal skills and experience in working cooperatively in a small team environment
- an organised and methodical approach to a task
- proficiency in the use of Xero and Microsoft Office products

The Australian Rural Leadership Foundation values diversity and encourages applicants of all backgrounds to apply. Please note that you must have the appropriate right to work in Australia to be eligible for this role.

Additional requirements

1. work outside normal hours may be required.
2. occasional interstate travel may be required.

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