



FINANCIAL ACCOUNTANT – PART-TIME

Northern NSW Football (NNSWF) is the peak body charged by Football Federation Australia with the responsibility of growing, developing and promoting the sport of Football throughout Northern NSW. With 65,000 registered players throughout our region, NNSWF is one of the largest State Sporting Organisations (SSO's) in NSW.

NNSWF seeks to appoint a suitably qualified and experienced part-time Financial Accountant for three days per week. The primary purpose of the Financial Accountant is to assist the Finance Manager to provide a range of stakeholders including the CEO and Board of Directors with sound financial advice and reports.

The Financial Accountant will be responsible for a range of key finance functions such as:

- Maintaining the integrity of the company's accounting systems in conjunction with the Finance Manager;
- Assist the Finance Manager with the annual independent financial audit, including preparation of the year end accounts;
- Responsible for implementing identified Internal Control Measures as directed by the Finance Manager and initiating further controls which enhance accountability;
- Responding to financial inquiries by gathering and interpreting data;
- Assist with process improvement and automation;
- Prepare end of month accounts including accrual journals and reconciliation of all balance sheet accounts;
- Prepare monthly profit and loss reports for individual cost centres ;
- Responsible for preparing monthly board reports for final review by the Finance Manager including preparation of the Profit & Loss, Balance Sheet and budget variance analysis;
- Tax compliance including IAS, BAS, payroll tax and annual FBT return;
- Assist Finance Assistant with payroll when required;
- Oversee the accounts payable function;
- Accounts receivable – including follow-up of overdue accounts; and
- Maintaining the company's fixed asset register;

Knowledge, skills and behaviour required (Competency)

In order to be considered for this position, applicants must possess the following skills & competencies:

- Degree qualified;
- Minimum 3 – 5 years experience in a similar position;
- Experience using Xero;
- Experience using Calxa highly regarded;

- High level of computer competency particularly using Microsoft Excel;
- Sound numerical skills and high-level attention to detail;
- Excellent written and verbal communication skills, with the ability to communicate with a wide range of stakeholders;
- Highly organised with excellent time management;
- Customer service focus;
- Ability to work as part of a team;
- Motivated personality with hands on approach to task accomplishment; and
- Developed level of personal and professional ethics

PLEASE NOTE:

Applicants **MUST** address individually, within a cover letter with their application, the key 'Knowledge, skills and behaviour required' as listed above. Applicants failing to do this and simply submitting 'generic' resumes will not be considered.

Employment Conditions and Remuneration Package

This role is being offered on a part-time, 24hr/week basis, salary commensurate with experience

Applications close: Friday 21 August

A detailed position description can be found on our website at www.northernnswfootball.com.au

Applications should be forwarded to hr@northernnswfootball.com.au with telephone enquiries to Annette Hervas on 4941 7211.



Financial Accountant – Part time

TITLE:	Financial Accountant (part-time)
DEPARTMENT:	Finance
LOCATION:	13 Park Road Speers Point 2284
REPORTS TO:	Finance Manager
START DATE:	TBC

DIMENSIONS

• Number of direct reports	0
• Number of indirect reports	1

Primary Purpose of the Role

The primary purpose of the Financial Accountant is to assist the Finance Manager to provide a range of stakeholders including the CEO, Board of Directors and Member Zones with sound financial advice and reports. Primary finance functions include general ledger reconciliations, taxation compliance, monthly & annual reporting and audit, accounts payable and accounts receivable. Assist with payroll and cash flow management.

Key Areas of Responsibility

- Responsible for maintaining the integrity of the company's accounting systems in conjunction with the Finance Manager;
- Assist the Finance Manager with the annual independent financial audit, including preparation of year end accounts and statutory accounts;
- Responsible for implementing identified Internal Control Measures as directed by the Finance Manager and initiating further controls which enhance accountability;
- Monitoring monthly expenditure against budgets and perform variance analysis;
- Prepare end of month accrual journals and reconcile balance sheet accounts;
- Prepare monthly profit and loss for individual cost centres;
- Responsible for monthly board reports for final review by the Finance Manager including preparation of the Profit & Loss, Balance Sheet, Budget variance analysis and Board Report narrative;
- Responsible for GST, PAYG, FBT, Superannuation and Payroll Tax obligations, including the preparation and lodgement of monthly/quarterly/annual returns as directed by the Finance Manager;
- Oversee the Accounts Payable Function;
- Oversee payroll and assist when required;
- Responsible for managing accounts receivable, assisting with invoicing and follow-up of overdue accounts;
- Maintain the fixed asset register for the organisation;

Key Outcomes

- Accounts Payable - all invoices paid by due dates, statements checked and all outstanding invoices followed up.
- Accounts Receivable - all invoicing done in a timely manner, aged receivables checked and followed up monthly.
- Monthly reporting and general ledger reconciliations to be prepared by due date.
- All ATO reporting obligations to be submitted by the due dates.
- End of year accounts including reconciliations prepared and submitted to the external auditor in required time frame.
- All superannuation payments to be made by the 15th of the month.

- Bank reconciliations to be completed weekly.
- Ensure Fixed Asset Register is up to date and reconciled to Balance Sheet.
- Payroll system to be updated and maintained, required to keep up to date with changes to payroll that will affect the business.
- Attend to any suggested audit improvements as required by the Finance Manager.

Knowledge, skills and behaviour required

- Degree qualified;
- Minimum 3 – 5 years experience in a similar position;
- Experience using Xero;
- Experience using Calxa highly regarded;
- Proficient with Microsoft products, particularly Microsoft Excel and Word;
- Sound numerical skills and high-level attention to detail;
- Excellent written and verbal communication skills, with the ability to communicate with a wide range of stakeholders;
- Highly organised with excellent time management;
- Customer service focus;
- Ability to work as part of a team;
- Motivated personality with hands on approach to task accomplishment; and
- Developed level of personal and professional ethics

Major interactions

- Finance Manager;
- Department Managers;
- Staff;
- Zone Administration Staff;
- Premier Club Administration Staff;
- Suppliers; and
- Customers

Unique Criteria

- Whilst not essential, a strong interest in the sporting industry (with a preference towards football) would be advantageous; and
- On a limited number of occasions there may be a requirement to perform tasks outside normal business hours.

Issued: August 2020

____ Employee Signature:

Date:

____ Manager Signature:

Date: