



# Position Description



## Portfolio Accountant Corporate

### Agreement

\_\_\_\_\_  
*Signed – Portfolio Accountant*

\_\_\_\_\_  
*Signed – Financial Controller*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

## Portfolio Accountant - Corporate

*This position description should be read in conjunction with Wesley Mission's Policy and Procedures, Chart of Delegations, Organisation Chart and appropriate standards and regulations which are applicable to the operations.*

### Overview of Wesley Mission

Wesley Mission is a Christian organisation that has been caring for people for over 200 years, continuing the work of Jesus Christ in Word and deed.

#### Our Vision

"Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as ever you can".

#### Our Mission

Continuing the work of Jesus Christ in Word and deed.

#### Our Values

Out of Christian love and compassion we are driven by:

- Christlike servanthood
- Unfailing integrity, and
- Courageous commitment.

## 1.0 Business Functions

- 1.1. To be driven and focused by the financial accounting needs of the portfolio.
- 1.2. To uphold the values of Wesley Mission and to act in a totally professional manner.
- 1.3. Ensure the financial accounting activities of the portfolio are operated effectively and efficiently, and provide a quality service. Regard must be given to short and long term objectives, and broad policy guidelines as defined by the Management Committee
- 1.4. This position's primary responsibilities are to:-
  - 1.4.1. Overview financial information and prepare monthly Portfolio and Cost Centre Income and Expenditure reports for Wesley Mission management
  - 1.4.2. Liaise and report to Senior Finance team on variances in exception reporting in liaison with Corporate Executive Management team.

- 1.4.3. Ensure that all month end and year end reconciliations are processed accurately and in a timely manner
  - 1.4.4. Prepare monthly journals and general ledger reconciliations especially funding received from Government and other bodies
  - 1.4.5. Assist the Corporate Executive Management team with facilitating the Wesley Mission's annual budget including verification of the data
  - 1.4.6. Timely and accurate preparation of acquittals & other Government requirements in liaison with the Corporate Executive Management team.
  - 1.4.7. Monitor and report on all significant cash flow events
  - 1.4.8. Provide support and assistance as required, including knowledge transfer with respect to any finance systems changes across to the Corporate Executive Management team.
- 1.5. As directed by the Financial Controller perform other duties not inconsistent with the functions and role of a Portfolio Accountant

## **2.0 Professional Responsibilities**

- 2.1. Timely preparation of monthly income and expenditure reports
- 2.2. Implement all financial accounting requirements for the portfolio, ensuring all Government funding, fee income and expenses are correctly allocated across the portfolio.
- 2.3. Timely and accurate preparation of the Acquittal/Funding/Other Reports as required by Government.
- 2.4. Supervision of one staff member
- 2.5. Monitor and advise the Financial Controller of significant cashflow impacts on Wesley Mission
- 2.6. Assist in the preparation of the Board Report attachments as directed
- 2.7. Assist in producing Annual Accounts and Notes to the Accounts as directed
- 2.8. To work with Wesley Mission's Auditors (external and internal) to facilitate their role in certifying Wesley Mission's Financial Statements
- 2.9. To ensure adherence to Wesley Mission's standards, policy and internal control procedures, and to ensure adherence to all tax, legal and accounting standard requirements
- 2.10. Ensure that all finance functions are being performed efficiently and that optimum quality of service and professional standards are maintained and

that all the finance reporting requirements of the statutory bodies for programs are met. Ensure that remedial action is instituted where appropriate

- 2.11. Account and reconcile current financial year and prior financial year's revenue recognition of unspent funds
- 2.12. Liaise and develop strong working relationships with Operational management and staff

### **3.0 Work Practices**

- 3.1. As an employee, be responsible under the Occupational Health and Safety Act for the health and safety of all persons they come into contact with, during employment. All hazards and injuries must be reported through the normal process as set out in Wesley Mission's Occupational Health, Safety and Rehabilitation Quality Management System and site procedures
- 3.2. In relation to Wesley Mission and the Uniting Church in Australia attend such functions, meetings, seminars, training courses as directed by your supervisor
- 3.3. In relation to Wesley Mission attend worship services as encouraged by your supervisor
- 3.4. Apply the responsibilities of the Workers Compensation and Injury Management Act of 1998
- 3.5. To participate, at least annually, in Wesley Mission's Personal Review & Development Process
- 3.6. To participate in Wesley Mission's Orientation program, so as to gain an understanding of the application of the EEO, Affirmative Action, Privacy Act, Occupational Health & Safety Act and other relevant legislation.

### **4.0 Relationships**

- 4.1. The Portfolio Accountant's key working relationships are as follows:-
- 4.2. Reporting to Financial Controller
- 4.3. Working closely with the Corporate Executive Management team.
- 4.4. Working with Financial Operations team including: Corporate Accountant, Revenue Accounting Manager, Assets and Accounts Payable Manager, Systems Accountant, Finance & Business Planning Manager, the Finance team and the Finance & Business Planning Unit.
- 4.5. Effective relationships with the other functional service providers within Head Office, eg legal, payroll, IT, community relations, property development and human resources.