

POSITION DESCRIPTION

Senior Accountant



Enriching children's lives through learning

Position Details

Position Title	Senior Accountant
Reporting to	CEO
Employment mode	Part-time or Full-time, Permanent.
Location	Ballarat, Victoria
Direct Reports	3 - Accounts Manager, Accounts Assistant, Payroll Officer.
Key Relationships	Internal - ECKA Management Team, ECKA Head Office Team, ECKA Board, External - Auditors, System Managers, Funders.

Position Overview

As the Senior Accountant at ECKA, you will lead our finance team, overseeing the financial operations and ensuring the accuracy and integrity of our financial reporting. Your role supports our purpose-driven work by managing financial records, preparing reports, and ensuring compliance with both organisational policies, accounting standards, and other external regulations. You will have the opportunity to contribute to the effective management of our resources and help drive our financial sustainability.

Reporting directly to the CEO, you will guide our financial strategy and enhancing financial systems. A key aspect of your role will involve coaching and mentoring finance team members, fostering their professional growth, and ensuring they are equipped with the skills and knowledge necessary to excel in their roles. Your leadership will cultivate a collaborative and high-performing finance team, aligned with ECKA's values and objectives.

Key Responsibilities

The Senior Accountant is responsible and accountable for but not limited to, the following tasks:

Team Leadership and Oversight:

- Supervise and mentor a small finance team, ensuring effective performance and adherence to internal controls.

Financial Operations and Reporting:

- Prepare and present accurate monthly financial reports for the Board, including reconciliation of balance sheet accounts, preparation of cash flow reports, and variance analysis of P&L against budgets.
- Manage the preparation of annual budgets and assist with forecasting processes.
- Oversee and maintain the asset register, including tracking additions, disposals, and depreciation.

Compliance and Audit:

- Ensure compliance with government funding agreements, including expenditure, record-



keeping, and acquittal requirements.

- Prepare financial accounts for audit and liaise with the external auditor. Manage audit outcomes and incorporate necessary changes into procedures.
- Coordinate the end-of-year financial audit and manage taxation matters, including BAS, IAS lodgements, and annual Franking Credits Refund return.

Strategic Financial Support:

- Provide strategic financial guidance to the CEO and Board, including plans for business continuity, business costings for proposals and other contributions to strategic direction.
- Attend Finance & Audit Committee meetings, offering insights and recommendations as required.

System and Process Improvement:

- Analyse and implement systems to enhance operational efficiency. Assess and recommend improvements for financial systems and procedures.
- Ensure finance-related policies and procedures are maintained, updated annually, and identify gaps in controls.

Fixed Assets and Investments:

- Manage the fixed asset reporting system, including monthly depreciation calculations and monitoring capital item allocations.
- Conduct periodic stocktakes of assets and review investment policies annually in conjunction with the CEO and Board.

Payroll and Leave Management:

- Prepare monthly payroll reconciliations, investigate payroll clearing account balances, and manage portable long service leave claims and quarterly returns.
- Maintain accurate leave balances for annual and long service leave in accordance with AASB 119 and AASB 101.

Cash Flow and Budgeting:

- Monitor cash flow and make recommendations to the CEO regarding cash holdings and financial planning.
- Assist with annual budget development and periodic forecasting.

Additional Duties:

- Support a culture of quality improvement and lead processes that drive change within the organisation.
- Respect confidentiality and adhere to ECKA's privacy policy.
- Must always operate in accordance with Australian Accounting Standards
- Perform other duties as directed by the CEO.

Role Requirements

- **Education:** Hold an accounting qualification, CPA or CA.
- **Experience:** At least 4 years of experience as an Accountant in a similar role.
- **Skills and Competencies:**
 - **Financial and Accounting Expertise:** Extensive knowledge of financial and accounting principles, including Australian Accounting Standards.

- **Finance Software Proficiency:** Strong proficiency with finance software, particularly Xero and MYOB, and advanced skills in Excel.
- **Taxation Knowledge:** Proven experience managing GST and other tax-related matters pertinent to not-for-profit organisations.
- **Interpersonal skills:** Excellent communication skills with the ability to effectively interact with staff and professionals.
- **Team collaboration:** Ability to work cooperatively, flexibly, and professionally with staff, other professionals, and ECKA Management.
- **Leadership and Initiative:** Well-developed leadership skills with a strong sense of self-motivation and initiative.

Accountability and Extent of Authority

- Must always operate in accordance with the Education and Care Services National Law Act 2010 and Regulations and ECKA Policies and Procedures.

About ECKA

The Eureka Community Kindergarten Association Inc. (ECKA) is a not-for-profit Early Years Management (EYM) organisation committed to providing leadership and management to community based early childhood education and care services; delivering quality education and care services for children in their early years; and working in partnership to identify, develop, and deliver services that meet the needs of families and communities.

The Eureka Community Kindergarten Association (ECKA) was founded in 2003 when six community kindergartens came together to establish the organisation. Today, ECKA operates 29 early education and childcare services across Ballarat and surrounding local government areas.

As a stand-alone NFP, ECKA provides service delivery, advocacy and planning. It commits to being impactful and sustainable. ECKA's recent strategic plan outlines our commitment to innovate, develop and grow its business to continue delivering services that make a difference in children's lives. ECKA is a Child Safe Organisation and an Equal Opportunity Employer.

OUR PURPOSE: Enriching children's lives through learning

OUR VALUES:

- **RESPECT** Holding ourselves and others in high esteem and regard. Exhibiting care, concern and consideration for the needs and feelings of others and valuing the qualities and experiences that each person brings to enrich our early years services.
- **COMPASSION** Allowing ourselves to be moved by the suffering and experiences of others and be motivated to help alleviate and prevent suffering through exhibiting care, comfort, acceptance and inclusiveness in our early years' services.
- **COURAGE** Having the desire and strength to face fear and challenges, dealing with anything recognised as difficult, or painful, instead of withdrawing from it, to ensure our teaching, learning and actions achieve our goals and mission to deliver high quality early years' services.
- **COLLABORATION** Bringing people together with a common purpose to be transformational, responsive to community needs, guided by clear goals, values and mission to deliver high quality early years services.

All ECKA employees are expected to share and support ECKA's Purpose and Values.

