

Position Description

Assistant Accountant

April 2022

DEPARTMENT Corporate Services	REPORTS TO Finance Team Leader
EMPLOYMENT TYPE Full time – permanent	DIRECT REPORTS Nil
LOCATION 32-34 Darlimurla Avenue, Newborough and some work from home as part of our flexible location and options for work	KEY CONTACT John Rochstad-Lim Corporate Service Manager: 0477 500 625

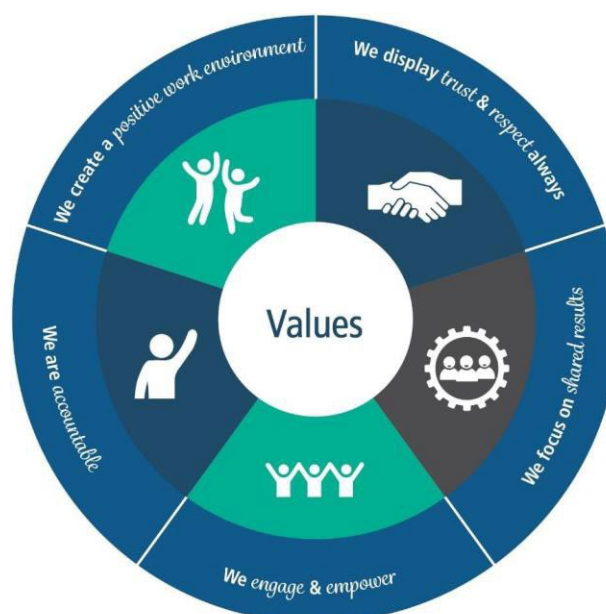
WHO IS LATROBE?

Latrobe Health Services is an Australian-owned not-for-profit registered private health insurer with more than 81,000 members across Australia. We pride ourselves on providing quality cover for our members, and exceptional service when our members need us.

Latrobe's core purpose is to guide and empower our members like a friend, to take control of their health episodes now and in the future.

Our purpose is supported by 5 key values:

1. *We display trust and respect always*
2. *We focus on shared results*
3. *We engage & empower*
4. *We are accountable*
5. *We create a positive work environment*



POSITION OBJECTIVE

The core purpose of the Assistant Accountant is to assist with the accounting and administration functions of the Corporate Services team. The Assistant Accountant will be responsible for account reconciliations, assist in financial reporting, payroll support, accounts payable supplier setup, assistance to managers on costing within accounts payable, corporate credit card journals, assistance with managing department budgets and support to corporate services team.

The position will strive for continuous improvement that aims to create efficiencies and deliver improved internal and external stakeholder experience to support Latrobe's Corporate Services functions contributing towards a strong and sustainable core.

REQUIREMENTS OF THE POSITION

Key duties and responsibilities

- Maintain accurate, relevant and timely financial records.
- Assist in completion of monthly journals.
- Complete monthly account reconciliations.
- Assist and support recording of accounting transaction as requested.
- Assist and support operational payroll requirements as requested.
- Assist to prepare and lodge regulatory returns (i.e. FBT, BAS).
- Support the Corporate Admin Team to manage Corporate Credit Cards.
- Review and test technology solutions as they relate to corporate services.
- Prepare reports and analysis as required.
- Assist managers with costing of accounts payable invoices recognising delegations, operating/capital expenditure and the use of appropriate natural accounts.
- Assist with the development and management of department budgets.
- Support Finance team members by providing backfill.
- Perform other reasonable duties as requested by the Finance Team Leader or Finance & Corporate Services Manager.

Leadership teamwork and relationship building

- Model the Latrobe Way values and behaviours in the delivery of individual performance; actively contribute to a constructive, high performing team and organisational culture.
- Develop and maintain relationships with peers and stakeholders across the business through a highly effective communication style.
- Independently prioritise work while being flexible to change and appropriately escalate issues impacting either performance and/or the business.
- Work autonomously and as part of a team.

Accountability and extent of authority

- Provide support and information to the Finance Team Leader, Finance & Corporate Services Manager and Chief Financial Officer as required.
- Demonstrate the core capabilities of Latrobe Health's capability framework including managing self, contributing to a constructive culture and achieving outcomes.
- Actively maintain awareness of all risk and compliance obligations defined through Latrobe's Risk Management Framework.
- Consistently achieve individual goals and objectives and actively lead own growth and achievement planning and implementation.

Position Description



Judgement and decision making

- Interpret and work within organisational policy and procedure and/or legislation applicable to the position.
- Actively offer and implement a course of action and solutions based on evaluation and analysis of numerical and written information focussed on results.
- Make decisions which are objective and free from undue influence consistent with Latrobe's risk culture.
- Make decisions consistent with Latrobe's operational delegations and delegate or escalate matters appropriately.

KEY SELECTION CRITERIA

Experience skills and knowledge

1. **Demonstrated knowledge, experience and understanding of business systems and processes** including:
 - end of month processing, account reconciliations, accounts payable, payroll and corporate credit card.
2. **Excellent problem-solving and business analysis** skills including the ability to:
 - produce performance data related to the corporate service functions
 - assist to review and improve the design and implementation effectiveness of end-to-end process, procedures and policies aligned to strategic objectives.
3. **Strong interpersonal and relationship management** skills with demonstrated ability to work as part of a team and display leadership and initiative.
4. **Strong communication and engagement** skills to drive mutually beneficial outcomes with internal and external stakeholders.
5. **Flexible, adaptable, mobile and energised (FAME)** mindset: ability to positively respond and adapt to changes that impact the business environment.

Qualifications/accreditation/licenses

1. Tertiary qualification in accounting or finance related field that is accredited with CA/CPA/IPA.
2. Accounting, business or commerce students undertaking their penultimate year of studies will be considered.

Mandatory checks

1. Candidates will be required to undergo a national police check.
2. All Latrobe Health employees must prove they are fully vaccinated against COVID.
3. Employment at Latrobe Health requires candidates to have Australian citizenship or to be a permanent resident of Australia or to have a valid visa that provides work rights in Australia.