

Senior Accountant

- Full time – maximum term contract to 30 June 2023
- Based in North Melbourne
- Attractive remuneration package including salary packaging

safe steps Family Violence Response Centre is the state-wide 24/7 service for women and children experiencing violence providing immediate support, information, advocacy, referral and emergency accommodation. **safe steps** is the central point of contact for the specialist family violence service system across Victoria.

This is an outstanding opportunity to make a real difference at the centre of the biggest changes in the family violence sector in Australia's history. You will be working in a feminist organisation with supportive and friendly colleagues and managers that are committed both to ending family violence and your ongoing development.

The Senior Accountant will within the parameters of our constitution, service philosophy and the policy framework established by the Board, and under the direction and supervision of the CFO, the Senior Accountant will:

- Provide a high degree of financial analysis and insight into **safe steps'** operations;
- Supporting the development of financial budgets and forecasts; preparing regular and ad hoc reports as directed by the CFO for the Finance & Risk Management Sub-Committee (FRMSC), Governance Remediation Sub-Committee (GRSC) and Board.

Responsibilities include but are not limited to:

- Managing the process and review of monthly management accounts; including profit and loss, balance sheet, cash flow and cost centre performance reports
- Maintaining the chart of accounts and cost centre structure
- Producing regular and ad hoc financial reports, acquittals and analysis as required and in conjunction with the CFO
- Supervising accounts payable and receivable, bank reconciliations, general ledger reconciliations and end of month journals
- Conducting in-depth analysis of the organisation's financial performance; reporting of findings and recommendations
- Contributing to the development of tools and processes to effectively build costing models for **safe steps'** services

The successful incumbent must be able to demonstrate:

- Relevant tertiary qualifications in Business, Finance, Accounting or equivalent
- CPA or CA qualification (required for this role)
- Financial and management accounting experience including cash flow, asset management, financial and management reporting

- Demonstrated analysis experience gained in an organisation(s) with multiple and complex income streams and cost allocations
- Ability to manage varied, high-priority tasks with limited timeframes
- Demonstrated ability process improvement focused projects, including process mapping, financial systems integration and data mining
- Demonstrated ability to be highly organised and efficient in carrying out accounts tasks, including strong ability in checking details and reconciliations

The ideal candidate will possess the ability to work in a fast paced, fluid and sometimes ambiguous environment where no two days are the same. Your resilience to work within a team delivering process change to drive down the volume of reactive work will set you up for success.

To apply, please forward a letter of application addressing the key selection criteria and a current resume. A position description can be viewed at <https://www.safesteps.org.au/about-us/careers/>

safe steps has an Equal Opportunity Exemption and applications for this role are open to female candidates only under Section 28 of the Equal Opportunity Act 2010.

All offers of employment are subject to satisfactory background checks including a National Police Check (including an international police check if resided continuously in an overseas country for 12 months or more in the last ten years), Working with Children Check, disclosure of previous or current disciplinary action, referee checks, proof of eligibility to work in Australia and qualification checks.