

1. POSITION DESCRIPTION

Position Title:	Accountant/Bookkeeper
Division:	Nadrasca Corporate Services
Hours:	Full Time position (Monday to Friday)
Reports to:	Chief Financial Officer (CFO)
Primary Objective:	Provide confidential and comprehensive administrative/technical services as part of the Corporate Services Admin Team.

2. ORGANISATIONAL AND JOB CONTEXT

Nadrasca is a not-for-profit company that receives both Federal and State Government funding. Nadrasca's Purpose is to *Establish and develop a range of services for people with a disability*. In accordance with the Constitution, Nadrasca provides services including, but not limited to, the areas of employment services, residential services, education services and leisure and recreation services.

Nadrasca is a values-based company which promotes a Trustworthy, Caring, Respectful and Supportive service. Nadrasca aims to provide the highest quality of service to the people it supports in accordance with the relevant Acts and Standards.

Nadrasca seeks to cultivate a culture founded on quality of service delivery, responsiveness, collaboration and respect for others. It is an environment that requires all team members to be open, flexible and responsive to new ideas and ways of working and actively supportive of each other with respect to achieving the best outcomes for Nadrasca and its participants.

Nadrasca employs 170 supported employees with a disability in Nadrasca Industry and supports 200 people within Nadrasca Community. Nadrasca also provides Training Services for its participants. Nadrasca has approximately 170 full-time, part-time and casual staff.

Nadrasca is an Equal Employment Opportunity employer with an absolute commitment to equality principles. Compliance with Nadrasca's Equal Employment and non-discriminatory policies is mandatory.

3. KEY RESPONSIBILITY AREAS

Key Responsibilities

- Payroll processing and related record controls.
- Management of Accounts Payable / Receivable.
- Reconciliation of bank accounts
- Processing of NDIS accounts
- Reconciliation of GL control accounts
- Receptionist support.
- Assist with Budgets preparation.
- Processing of monthly Finance Reports
- Competently use of accounting and payroll software packages (Sybiz).
- Contribute to team effort by accomplishing related results as needed.
- Other duties/projects as directed by the CFO.

Interaction with:

All levels of staff, general public, customers, suppliers, families and the people who Nadrasca provides services to.

4. KEY SELECTION CRITERIA

Selection will be based on the skills, knowledge, experience and personal attributes that are required for achieving the key accountabilities listed above, along with the following:

Qualifications and Experience

- Accounting or bookkeeping related qualifications
- Must have the ability to competently use Microsoft software applications.

Key Attributes:

- Good verbal and written communication skills.
- Must be a strong team player and be able to multi task.
- Must have a professional, welcoming and respectful approach to the people and their families that Nadrasca provides a service to.
- An understanding of the empowerment of people of all abilities and a commitment to Nadrasca's Human Rights Approach to its service delivery.

5. EMPLOYMENT GUIDELINES

All Nadrasca staff are required to:

- Comply with all Nadrasca policies and procedures at all times.
- Comply with all occupational health and safety legislation and regulations
- Comply with all other Commonwealth and State legislation relevant to the company.
- Work in a collaborative fashion with Nadrasca staff, employees, service users, customers, and stakeholders
- Uphold and enhance the reputation of Nadrasca
- Maintain the highest level of integrity in the conduct of Nadrasca business
- Undertake identified training and development activities/programmes
- Take part in Nadrasca's performance appraisal process

Applicants must be prepared to undertake a medical assessment to determine fitness to undertake the inherent duties of this position.

All applicants must undergo a National Police Check, an International Police Check (if applicable) and obtain a Working with Children Check prior to employment.

All applicants must be checked against the DWES.

All relevant staff must provide evidence of unrestricted Australian residential and working visa.

Name
(Staff Member): _____

Signed
(Staff Member): _____ **Date:** _____

Name (Manager): _____

Signed (Manager): _____ **Date:** _____
