



## Position Description

<b>Position Title</b>	<b>Accountant</b>
<b>Reports To</b>	Finance Manager
<b>Team</b>	Corporate Services
<b>Location</b>	180 Greenhill Road, Parkside
<b>Employment Type</b>	12 Month Contract
<b>Classification</b>	SCHADS 5.1

## Role Context

The Accountant is responsible for delivering accurate, timely, and compliant financial information that supports effective decision-making across the organization. This role manages core accounting functions including accounts payable, accounts receivable, reconciliations, month-end processing, and financial reporting. The Accountant also contributes to budgeting, audit preparation, and continuous improvement of finance processes.

## Criteria

<b>Essential &amp; Minimum Requirements</b>	<ul style="list-style-type: none"><li>• Degree in Accounting, Finance, or related field.</li><li>• Experience in a similar accounting role (e.g., Accounts Officer, Assistant Accountant, Accountant).</li><li>• Strong understanding of accounting principles and standards.</li><li>• Proficiency with accounting software (e.g., Xero, or similar).</li><li>• Intermediate Excel skills (pivot tables, lookups, data analysis).</li><li>• Strong attention to detail, accuracy, and organizational skills.</li><li>• Ability to meet deadlines and manage competing priorities.</li><li>• Excellent communication and stakeholder engagement skills.</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>• Working towards or completed CA/CPA qualifications.</li><li>• Experience in the not-for-profit or community services sector.</li><li>• Knowledge of grant acquittals and funding compliance.</li><li>• Familiarity with payroll processes (if relevant to the role).</li></ul>



<b>Clearances</b>	<ul style="list-style-type: none"><li>• Must hold a current South Australian driver's license and be willing to drive a work vehicle.</li><li>• Must hold or be able to obtain the following: DHS Working with Children Check, and National Police Check.</li><li>• Must hold or be willing to obtain and keep current Child Safe Environments Training (Through Their Eyes).</li></ul>
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## Key Responsibilities

<ul style="list-style-type: none"><li>• Assist Finance Manager in preparing monthly financial reports, including profit and loss, balance sheet, variance analysis with supporting documents.</li><li>• Prepare funding acquittal reports for management, ensuring accuracy, timeliness and alignment with contracts.</li><li>• Liaise with program managers to ensure expenditure is recorded correctly and meets funding guidelines.</li><li>• Assist with payroll processing and reconciliations, journal Journals and verification of payroll accuracy</li><li>• Support continual improvement of financial systems, including Xero, Approval Max and internal reporting tools.</li><li>• Assist with month-end and year-end financial close activities.</li></ul>
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## Organisational Expectations

<p>As a KWY team member, all staff are expected to contribute to the overall effectiveness, culture, and operations of the organisation by:</p> <ul style="list-style-type: none"><li>• Maintaining accurate records, completing administrative tasks, and adhering to organisational policies, procedures, and reporting requirements.</li><li>• Participating in supervision, team meetings, professional development, and cultural learning opportunities.</li><li>• Demonstrating accountability, time management, and professional integrity in all work.</li><li>• Actively contributing to a positive, inclusive, and collaborative workplace culture that respects diversity and promotes cultural safety.</li><li>• Building and maintaining respectful relationships with colleagues, stakeholders, and community partners.</li><li>• Representing KWY professionally in all interactions and supporting community engagement and development activities, including attending events as required.</li><li>• Embracing a flexible, proactive approach and undertaking other duties as directed to support organisational goals.</li></ul>
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**KWY Staff are required to work in accordance with the legislative and professional requirements including:**

- Children and Young Persons (Safety) Act 2017
- Government of South Australia-interagency Code of Practice 2001
- Professional Practice Standards consistent with the area of practice

### **Position Endorsement**

<b>Position Approved By</b>	<b>Signature</b>	<b>Date</b>
Craig Rigney, CEO		