

**POSITION DESCRIPTION – Finance and Systems Accountant****Part 1 – Expectations for Your Role**

Position	Finance and Systems Accountant
Service / Program	Finance
Industrial Instrument	Each Enterprise Agreement 2024
Instrument Classification	Support Services - Level 5
Reports to	Financial Controller
Effective Date	May 2025

Key Deliverables

- Administer, support, and maintain core financial systems (e.g., NAV, Jedox, ExpenseMe etc.) ensuring:
 - * Ongoing system availability and stability
 - * Open collaboration with IT and other teams to support integration of business data sources with finance systems (e.g. Dayforce, Carelink)
 - * Systems training and ongoing support is provided to finance system users
 - * Appropriate system documentation is in place and is maintained
- Act as a key contact between Finance and the wider business for finance system related queries and enhancements.
- Ensure financial systems meet business and regulatory requirements.
- Monitor and manage finance system integrity, data flow, and interface issues.
- Assist with system upgrades, planning, testing, and implementation of new modules or functionality.
- Provide training and support to finance and operational staff in the use of finance systems.
- Develop, generate and maintain financial reports and dashboards using BI tools.
- Participate in finance process reviews and recommend improvements for efficiency and automation.
- Ensure financial data integrity, accuracy, and compliance with internal controls.
- Support monthly, quarterly, and annual financial close processes from a systems perspective.
- As the key finance representative, work with cross functional teams to plan and deliver finance system related projects
- Collaborate closely with financial systems providers to leverage new system capabilities in alignment with evolving business needs.

Skills

- **Analytical Acumen:** Strong analytical and problem-solving skills.
- **Engagement:** Excellent communication and stakeholder engagement abilities.



- **Solution Design:** Ability to translate financial needs into system solutions.
- **Accuracy:** High attention to detail and data integrity.
- **Work Ethic:** Proactive approach with a continuous improvement mindset.
- **Multitasking Ability:** Ability to manage multiple priorities and work in a team-oriented environment.
- **Cultural Competence:** Demonstrates the ability to engage respectfully and effectively with individuals from diverse cultural, linguistic, and social backgrounds.

Experience and Knowledge

- **Professional Experience:** Minimum three (3) years of experience in finance or systems accounting roles.
- **System Proficiency:** Hands-on experience with financial systems such as NAV, TechnologyOne, Oracle, SAP, or similar ERP platforms.
- **Technical Proficiency:** Advanced Excel skills and proficiency with SQL, Power BI, or other data analysis/reporting tools.
- **Organisational Experience:** Proven ability to work effectively within large or complex organisations, navigating structures, systems, and processes with efficiency and professionalism.
- **Sector Insight:** Strong understanding of the not-for-profit and/or health sector, with awareness of sector-specific requirements, compliance obligations, and service delivery contexts.

Qualification/Registrations/Licences (Mandatory only)

- **Educational Background:** Bachelor's degree in accounting, Finance, Information Systems, or related discipline.
- **Qualification:** CPA/CA qualified or working towards accreditation (preferred).

Physical Requirements

- **Office Ergonomics:** Demonstrated ability to remain seated for extended periods while effectively utilising standard office equipment.
- **Administrative Proficiency:** Skilled in data entry and performing a range of administrative and clerical tasks with accuracy and efficiency.
- **Workplace Mobility:** Capable of navigating office environments and participating in meetings and collaborative activities.
- **Manual Handling:** Able to safely lift and transport items up to 5 kg, including laptops and general office supplies.
- **Document Literacy and Communication:** Proficient in reading printed and digital materials and communicating clearly through in-person, telephone, and video interactions.
- **Local Travel:** Willing and able to travel locally if required.



POSITION DESCRIPTION - Employee

Part 2 – Expectations for Our Team

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

Expectation of Employees

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each's values, ensuring an inclusive, safe, and engaging culture.

Employee Responsibilities

An Each employee is responsible for:

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each's goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve as an ambassador of Each.

Quality

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

Safety & Wellbeing

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each's policies.

Child Safe Commitment

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

Inclusion and Diversity Commitment

Each is dedicated to an inclusive and diverse workplace where everyone is valued and respected. All staff are expected to promote inclusivity, embrace diversity, and foster a collaborative environment, ensuring a safe and supportive workplace for all.

Key Selection Criteria

Skills & Behaviours

- Adhere to Each's Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

Desirable Experience, Knowledge, and Qualifications

- Relevant tertiary qualifications.
- Proven collaborative teamwork skills.



- Understanding of the Not-For-Profit and Health sectors.

Mandatory Competencies/Licences

- Criminal History Check and Employee Working with Children Check (as required).
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia

Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.