

**POSITION DESCRIPTION – Graduate Accounts Officer****Part 1 – Expectations for Your Role**

<b>Position</b>	Graduate Accounts Officer
<b>Service / Program</b>	Organisational Enablement / Finance
<b>Industrial Instrument</b>	Each Enterprise Agreement 2024
<b>Instrument Classification</b>	Support Services – Level 1
<b>Reports to</b>	Finance Manager
<b>Effective Date</b>	January 2026

## Position Summary

The Graduate Accounts Officer provides support across the Finance function, with approximately 80% focused on Accounts Payable activities and 20% dedicated to gaining exposure to Financial Accounting. This position is designed to build foundational finance skills while offering structured development and mentoring within the team.

The Financial Accounting component will be primarily observational, with the Graduate Finance Officer paired with a member of the Financial Accounting team to support learning and capability development.

Working alongside a Financial Accounting team member, activities may include:

- Preparation of journals and accruals
- Month-end processes
- Balance sheet reconciliations
- Gaining exposure to compliance, audit, and financial controls

## Key Deliverables

### Transactional Processing

- Perform end-to-end Accounts Payable functions, including processing invoices into the financial system through to generating payments via BPAY and/or EFT.
- Reconcile and follow up on creditor statements.
- Ensure valid purchase orders and/or appropriate approvals are in place supporting the invoice prior to payment.
- Maintain accurate archiving of accounts payable documentation in accordance with the organisations archival policy.
- Provide timely and relevant financial information to internal stakeholders, including service areas and



managers.

### Audit and Statutory Accounts

- Support the Team Lead Accounts Payable with internal and external audit processes as required, ensuring timely provision of documentation and clarification.

### Financial Reporting

- Assist with month-end close processes, including the preparation and posting of journal entries.
- Contribute to the accurate preparation and generation of monthly financial statements.
- Assist with balance sheet reconciliations to ensure accuracy and completeness of accounts.

### Operational Support

- Assist and collaborate with Accounts Payable team members to ensure efficient workflow and coverage.
- Undertake ad hoc finance and administrative tasks as directed by the Team Lead – Accounts Payable, Finance Manager, or Financial Controller.
- Proactively contribute to continuous improvement initiatives and finance team activities as needed.

## Skills

- **Detail Orientated:** High level of accuracy in data entry with strong attention to detail.
- **Technical Proficiency:** Proficient in Microsoft Excel and Word; exposure to financial systems such as Dynamics NAV (not essential).
- **Process Adaptability:** Flexible and willing to adapt to evolving systems and processes within a dynamic work environment.
- **Clear Communicator:** Strong verbal and written communication skills, with the ability to liaise effectively at all levels of the organisation
- **Collaborative and Self Directed:** Ability to work as part of a team or autonomously with minimal supervision.
- **Engagement:** Demonstrated ability to engage with various internal and external stakeholders
- **Cultural Competence:** Demonstrates the ability to engage respectfully and effectively with individuals from diverse cultural, linguistic, and social backgrounds.

## Experience and Knowledge

- **Accounting Knowledge:** Sound knowledge of accounting principles and financial processes (essential).
- **Regulatory Knowledge:** Knowledge of Australian accounting standards and taxation (e.g., GST) (desirable).
- **Organisational Experience:** Ability to work effectively within large or complex organisation, navigating structures, systems, and processes with efficiency and professionalism (desirable but not essential).

## Qualification/Registrations/Licences



- **Educational Background:** Bachelor level Degree in Accounting, Finance, or Business Administration.

## 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 as required for related operational activities.

### Why we include physical requirements in our Position Descriptions

We list the physical requirements of a role to ensure transparency and to support equitable access to employment. This information helps candidates understand the nature of the role and identify any workplace adjustments or supports they may need to thrive in it. Our aim is to create an inclusive environment where everyone can perform their role safely and effectively, with the right accommodations in place.

*If you have specific access needs or would benefit from adjustments to the recruitment process or the role itself, we warmly encourage you to let us know. We're committed to working with you to find solutions that support your success.*



## 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.