

Position Profile



Position:	Senior Group Accountant and Business Partner
Team:	Finance
Org unit:	Finance
Reporting manager:	Financial Controller
Industrial coverage:	Non-award
Position number:	101747
ANZSCO code:	2211
AON code:	Aon.FIN.30012.4
Approval status	Approved
Date reviewed:	June 2024

Organisation purpose

A different brilliant® - understanding, engaging and celebrating the strengths, aspirations and interests of people on the autism spectrum.

Vision: The best opportunities for people on the autism spectrum.

Mission: We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centred, family-focussed, and customer-driven.

Values: We are passionate about people, about being positive, and about what's possible.

Team purpose

The finance team is integral in supporting Aspect's business units by providing strategic financial advice and planning support, as well as timely and accurate reporting and analysis, to achieve Aspect's strategic goals.

Position purpose

This position is a lead role in the Finance team responsible for providing strategic financial advice to relevant business units, collating financial data and information, preparing management reporting packs, and assisting with budget and forecast processes. Through in-depth financial and client data analysis, it supports the relevant business managers for efficient operation and setting strategic directions. This role also involves maintaining strong and effective partnerships with business managers to promote the achievement of the broader organisational financial objectives.

Key accountabilities

Daily and Month-end Activities

- Manages day to day transactions of various financial activities and the related financial management for the groups.
- Work with key stakeholders to identify how changing business requirements may be delivered with existing solutions.
- Maintenance of the fixed-asset register and Capex management.
- Manage the timely delivery of accurate monthly accounts, including balance sheet for Aspect.
- Ensure all Month-end reports are available for the FC & CFO to review.
- Prepare the monthly cash flow forecast and liaise with the FC & CFO on managing surplus cash.
- Review monthly accounts with relevant business managers to support efficient business operations and assist them in making informed business decisions.
- Prepare the monthly management reporting pack with other accountants promptly and accurately.
- Ensuring the security of financial systems and the integrity of audit trails.
- Ensuring the correct and effective maintenance of the organisation's financial accounting and general ledger systems

Year End Activity

- Prepare schedules for the year-end statutory accounts process.
- Liaison with the external auditors and delivery of required trial balance and reconciliations for the audit.
- Preparing all statistical and financial returns required by the statutory authorities.

Budget/Reforecast

- Support CFO/FC in developing the annual operating budget and reforecast process.
- Coordinating with other accountants to ensure the budget/forecast process is accurately managed within the agreed timeframe.
- Recommending and Implementing process improvements, which help build and maintain an effective budget and forecasting model.
- Prepare all consolidated budget/reforecast reports for presentation to the FC & CFO as detailed.

Strategic Financial Planning & Analysis

- Develop partnerships with business managers to understand the business better.
- Deliver strategic, tactical, and operational financial advice and management and support to business managers.
- Provide quality, timely reporting and analysis to assigned businesses to support decision-making and manage risk.
- Building financial models and providing forecasts based on various strategic operating metrics.
- Identify and analyse trends, review data, and evaluate business options to ensure financially sound business cases.

Other Duties

- Assist the CFO and FC with project work as directed.
- Assist the Finance team in meeting its requirements as per the Finance Business Plan

Work Health, Safety & Welfare Requirements

It is a requirement for all staff to:

- Take reasonable care for their own health and safety
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with legislative requirements
- Report unsafe conditions or practices, and make suggestions to their manager on improving work, health & safety at Aspect.
- Participate in the staff consultation process about work health & safety matters
- Understand and adhere to Aspect's Code of Conduct

Safeguarding the people we support

Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support. Staff are expected to:

- follow safeguarding guidelines as outlined in Aspect's Safeguarding the People We Support policy and Code of Conduct.
- complete mandatory Code of Conduct training and implement into day to day operations and practice.
- be vigilant and maintain a heightened sensitivity to recognizing signs of abuse, neglect or exploitation and escalate/report those signs/concerns.
- escalate/report other staff practices which deviate from policy/procedure.

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Essential requirements

- Strong knowledge of Microsoft suits, including Power BI
- JDE experience desirable
- TM1 experience desirable
- Tertiary qualifications in Commerce / Finance and/or related discipline
- Member of a professional accounting body is highly desirable.
- Minimum 5 years of local experience
- High-level interpersonal skills; ability to establish and maintain professional working relationships with all stakeholders
- Provide for continuous improvement in financial processes and controls
- Experience in the preparation and analysis of financial statements
- Manage workload along with competing priorities to ensure that work is completed within agreed timeframes within limited resources

- Ability to work independently and autonomously with minimal and moderate supervision
- Working with Children Check clearance for paid employment
- National Police Clearance

Functional capacity requirements

Frequency refers to an approximate percentage of time in a typical shift or period on duty:

Rarely: Up to 7% Occasionally: 8% to 33% Often: 34% to 66% Continuously: More than 66%

Requirement	Frequency
Resilience to behaviours of concern	Often
Sitting	Continuously
Standing, walking	Occasionally
Pulling, pushing, lifting <5kg, reaching, carrying	Rarely
Fine motor skills – keyboarding, writing	Continuously