

Job description

Do you want to work for Australian Croatian Community Services (ACCS), an organisation committed to changing lives and making a difference to the community? ACCS provides basic and comprehensive in-home care, weekly social support groups and one off projects related community participation and active ageing. We also offer pre-accredited basic computer courses and Croatian language classes for adults.

We are seeking a mature-minded, resilient and empathetic person with the ability to think logically to in a fast-paced, team-oriented environment. This position is a 6 month permanent part time 20 hours per week fixed term contract. During busy periods, such as budget and EOFY, the successful candidate will need to work extra hours as needed on an ad hoc basis.

Location

Commuting between ACCS Footscray and Dandenong office

About the role

Working as a key part of the Finance and Operations team, reporting to the Finance officer, you will support ACCS by providing essential financial management. This includes monitoring, maintaining and reporting on Home Care Consumer funds and budget statements and online claiming. The role may also include: processing payroll, when required, payables and receivables, reconciliation of bank accounts with general ledgers, as well as maintaining accurate accounting databases. You will liaise with creditors/suppliers, analyse and compile financial information, prepare regular reports.

Key accountabilities:

- Ensure all accounting records and supporting documentation for all financial transactions are maintained in a systematic order and in a safe and secure condition in compliance with applicable legislations and guidelines.
- Assist in preparing the monthly financial reports.
- Assist in preparing the annual budgets, forecasts and year-end audits.
- Assist in reporting regulatory BAS & IAS statements, STP and annual returns to ATO.
- Manage and process payroll fortnightly from end to end.
- Accounts payable and receivables.
- Bank and corporate cards reconciliations.

- Manage and report on the programs funds and budgets.
- Medicare online claiming and data entry

Qualifications and essential skills:

- Relevant qualifications in Accounting or Bookkeeping or similar Tertiary qualifications in Business and/or Finance
- Experience in similar role beneficial
- Experience in Aged Care sector beneficial
- Ability to speak Croatian highly desirable
- Advanced knowledge of accounting software (Myob)
- Highly developed written and verbal communication skills
- Well-developed computer skills (MS Word, MS Outlook, client management system)
- Ability to work without supervision, demonstrate initiative and work effectively under pressure in a team environment
- Demonstrated ability to multitask, prioritise and meet tight deadlines
- Ability to identify problems and take corrective actions

If you believe you are the right person for this position, please send your covering letter addressing selection criteria above, and your CV to Visnja Prpic. Only applicants who genuinely meet the criteria above will be considered. For more information please contact Visnja Prpic, Quality and Operations Manager, on 0499 808 352. Visit our website www.accs.asn.au.

Job Types: Part-time, Fixed term

Contract length: 6 months

Part-time hours: 20 per week