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| <b>Position Title:</b> | Assistant Accountant                                                                                                |
| <b>Reports To:</b>     | CFO/Senior Accountant                                                                                               |
| <b>Department:</b>     | Finance                                                                                                             |
| <b>New/Existing:</b>   | Existing                                                                                                            |
| <b>Position Type</b>   | Full Time Fixed Term Contract (12 months – Parental Leave Cover) consideration for Part-Time (0.8 FTE) arrangements |
| <b>Location</b>        | Box Hill                                                                                                            |

## The Position

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| <b>Strategic Purpose</b> | <p>The Finance Department through strong financial stewardship, effective governance, and transparent reporting, ensures resources are optimised to enable TLMA to accomplish its strategic mission of Triple Zero goals with leprosy defeated and lives transformed.</p> <p>The Assistant Accountant contributes to the achievement of TLMA mission and goals by supporting the delivery of effective and efficient finance accounting and reporting operations across TLMA.</p> |
| <b>Job purpose</b>       | <p>The Assistant Accountant reports to CFO/Senior Accountant and works with the Finance team to complete daily tasks and reconciliations accurately and on time. With understand of finance process knowledge this role is expected to refine procedures and recommend process and system improvements.</p>                                                                                                                                                                       |
| <b>Key relationships</b> | <p>The Assistant Accountant is required will work collaboratively with TLMA Leadership and across all departments within TLMA.</p> <p>Externally they will work with suppliers and outsourced partners.</p>                                                                                                                                                                                                                                                                       |

## Key Result areas

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| <b>Accounting and Reporting</b> | <ul style="list-style-type: none"> <li>• Ensure the accuracy, completeness and integrity of TLMA's financial records by maintaining general ledger accounts, cost allocations, accruals, prepayments and supporting financial documentation.</li> <li>• Deliver efficient and accurate accounts payable and receivable processes, including invoice management, purchase orders, supplier payments, transaction coding and approval workflows.</li> <li>• Maintain accurate and timely reconciliations across bank accounts, suppliers, payment gateways, income accounts, international program transactions and other balance sheet accounts, resolving discrepancies promptly.</li> <li>• Support the effective financial administration of DFAT and other restricted funding programs through accurate financial processing, reconciliations, record keeping and compliance documentation.</li> <li>• Ensure financial transactions received through fundraising, retail, online and banking channels are accurately recorded, matched, reconciled and investigated in a timely manner.</li> <li>• Provide timely financial analysis, month-end reconciliations, budget reviews and reporting support that contribute to informed decision-making and sound financial management.</li> </ul> |
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|                                                   | <ul style="list-style-type: none"> <li>• Support organisational planning and financial control activities through budgeting assistance, expenditure monitoring and the maintenance of accurate financial records and documentation.</li> <li>• Contribute to strong financial governance by maintaining effective controls, improving finance processes and procedures, and supporting the consistent use of Business Central, Continia and related finance systems.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Continuous Improvement and Systems Support</b> | <ul style="list-style-type: none"> <li>• Identify and contribute to improvements in finance processes, controls, systems and workflows that enhance efficiency, accuracy and team effectiveness.</li> <li>• Maintain accurate finance system records and support the consistent application of approved procedures, controls and financial processes.</li> <li>• Support the effective use and ongoing improvement of finance systems and practices, helping to strengthen data quality, compliance and operational performance.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Compliance and Financial Governance</b>        | <ul style="list-style-type: none"> <li>• Financial transactions and records are processed and maintained in accordance with relevant legislation, organisational policies, internal controls, accounting requirements and donor obligations.</li> <li>• Supplier due diligence activities, including counterterrorism checks and annual supplier reviews, are completed accurately and within required timeframes, supporting organisational compliance requirements.</li> <li>• Month-end, year-end and audit processes are supported through the timely preparation of accruals, reconciliations, audit schedules and supporting documentation.</li> <li>• Financial records and supporting documentation are maintained in an organised, accurate and accessible manner, supporting audit readiness, transparency and accountability.</li> <li>• Financial risks, discrepancies, control weaknesses and compliance issues are identified, documented and escalated promptly to support effective financial governance.</li> </ul> |

## Standards and Accountability

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| <b>Privacy</b>      | <ul style="list-style-type: none"> <li>• Process payments and handle donor financial data in line with PCI DSS requirements and organisational privacy policy.</li> <li>• Protect personal and confidential information in accordance with the Privacy Policy and related procedures.</li> <li>• Immediately report any actual or suspected data breach, privacy breach, cyber security incident, phishing attack, unauthorised access, loss of information, or compromise of organisational systems or data.</li> </ul>                               |
| <b>Safeguarding</b> | <ul style="list-style-type: none"> <li>• Uphold TLMA's zero-tolerance approach to abuse, neglect, exploitation, harassment, and inappropriate conduct by complying with all organisational policies, including the Safeguarding Policy, Code of Conduct, and Child and Vulnerable Adult Protection Policy.</li> <li>• Demonstrate a commitment to safeguarding by promoting a safe and respectful workplace culture, identifying and reporting concerns, and applying safeguarding practices in all customer and supply chain interactions.</li> </ul> |

## Organisational Citizenship

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| <b>Accountabilities/<br/>Outcomes</b> | <ul style="list-style-type: none"> <li>• Commit to organisational objectives by prioritising high-impact work that moves the needle on our key performance indicators (KPIs).</li> <li>• Take ownership of your professional development by actively seeking feedback, identifying growth opportunities, and working with your manager to build your capability and effectiveness.</li> <li>• Demonstrate an ability to adapt to change in a fast-paced environment with a high level of emotional maturity and resilience.</li> </ul> |
| <b>Mission Alignment</b>              | <ul style="list-style-type: none"> <li>• Demonstrate an understanding of and ability to operate within the Christian-based beliefs, vision, mission, and values of TLMA.</li> </ul>                                                                                                                                                                                                                                                                                                                                                    |
| <b>Digital Dexterity</b>              | <ul style="list-style-type: none"> <li>• Use financial systems accurately and efficiently and maintain data quality.</li> <li>• Proactively use digital communication tools and platforms to access information, communicate effectively, collaborate with others, and contribute to efficient and connected ways of working.</li> <li>• Approach new tools with adaptability. And apply emerging tools, including AI, thoughtfully and in line with policy.</li> </ul>                                                                |
| <b>Innovation</b>                     | <ul style="list-style-type: none"> <li>• Demonstrate a commitment to continuous improvement by proactively suggesting ideas, embracing change, and supporting the team to implement new and better ways of working.</li> <li>• Support your team to find new and better ways of working.</li> </ul>                                                                                                                                                                                                                                    |
| <b>Collaboration</b>                  | <ul style="list-style-type: none"> <li>• Work collaboratively and generously within your team and across TLMA, sharing knowledge and supporting colleagues to succeed.</li> <li>• Build positive relationships with external partners, donors, churches, and community contacts relevant to your role, representing TLMA professionally.</li> </ul>                                                                                                                                                                                    |

## Person Specification

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| <b>Essential</b>   | <ul style="list-style-type: none"> <li>• Understanding of and ability to work within the Christian beliefs, mission, and values of The Leprosy Mission Australia.</li> <li>• Qualification in Accounting, Finance, or a related discipline.</li> <li>• Knowledge of accounting principles, financial policies, and experience in a finance role.</li> <li>• Experience with accounts payable, accounts receivable, bank reconciliations, general ledger maintenance, and month-end processes.</li> <li>• Proven ability to maintain high levels of accuracy when processing financial transactions and preparing reports.</li> <li>• Ability to identify discrepancies, investigate issues, and implement appropriate solutions.</li> <li>• Demonstrated ability to prioritise competing workloads, meet deadlines, and manage multiple tasks effectively.</li> <li>• Ability to handle sensitive financial information with discretion and professionalism.</li> <li>• Ability to effectively use digital tools and systems to achieve business outcome</li> <li>• Adapt to new technologies and improve processes through digital solutions.</li> <li>• Strong working knowledge of accounting software and Microsoft Excel, including intermediate to advanced spreadsheet skills.</li> </ul> |
| <b>Desirable</b>   | <ul style="list-style-type: none"> <li>• Understands the finance compliance requirements and legislations in a not-for-profit sector.</li> <li>• Knowledge of systems such as Business Central, Continia and Klevr.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Eligibility</b> | <ul style="list-style-type: none"> <li>• Permanent work rights in Australia.</li> <li>• To complete a National Police Check and any other checks as required.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |