

POSITION DESCRIPTION

Position:	Accountant
Reports To:	Head of Finance
Direct Reports:	nil
Status:	Full Time
Location:	East Melbourne/Hybrid.

ORGANISATION BACKGROUND

inTouch delivers integrated and culturally responsive services to migrant and refugee women experiencing family violence. We offer a continuum of support, including culturally informed early intervention, case management, family and migration law assistance, men's behaviour change programs, and evidence-based policy and advocacy work. Additionally, we focus on enhanced capacity-building across the sector.

Our services extend to supporting victim-survivors on their long-term recovery journey, focusing on economic independence, social connections, resilience, and wellbeing through therapeutic interventions. These efforts are bolstered by our *inLanguage*, *inCulture* delivery model and a workforce largely comprised of migrants and refugees, ensuring culturally nuanced, expert support in over 20 languages.

For over 40 years, inTouch has assisted more than 30,000 women and continues collaborating with partners to empower women, children, and families to thrive and achieve their full potential for a fulfilling life.

inTouch's 2022-2025 Strategic Plan [here](#).

POSITION OVERVIEW

We are seeking a highly skilled and experienced Accountant to join our team at inTouch. As an Accountant, you will play a critical role in ensuring the accuracy and integrity of our financial records through meticulous reconciliations, month-end and year-end processes.

POSITION ACCOUNTABILITIES

- Perform detailed reconciliations of various accounts, ensuring accuracy and timely completion.
- Assist in the month-end closing process, including journal entries, accruals, and account analysis.
- Assist with audit questions.
- Assist to prepare financial reports and summaries for management review, highlighting any discrepancies or variances.
- Collaborate with cross-functional teams to ensure accuracy and completeness of financial data.
- Analyse financial data and recommend process improvements to streamline operations and

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enhance efficiency.

- Maintain and update financial records, ensuring compliance with accounting principles and standards.
- Identify and resolve any accounting discrepancies or issues that may arise.
- Communicate effectively with internal stakeholders, providing financial insights and responding to queries in a timely manner.
- Undertake additional tasks as required by Head of Finance to support the overall goals of the organisation.

KEY SELECTION CRITERIA

- 5+ years of experience in accounting or finance roles, preferably with a focus on reconciliations and month-end processes.
- Strong knowledge of accounting principles and standards.
- Proficiency in using accounting software and tools, such as MYOB and Excel.
- Excellent analytical and problem-solving skills with keen attention to detail. Reconciliations should not have rounding issues.
- Ability to work independently and meet tight deadlines.
- Strong communication and interpersonal skills, with the ability to collaborate effectively with cross-functional teams.
- Self-motivated and proactive mindset, continuously seeking ways to improve processes and optimise efficiency.
- Familiarity with virtual collaboration tools and remote work best practices.

SPECIFIC RESTRICTIONS/ CONDITIONS

- Incumbent will on occasions and in consultation, be expected to conducted work outside normal business hours.
- Must hold a current Victorian car license
- Must be physically capable to carry out administrative duties, including extended periods of computer use

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and relevant inTouch policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.
- inTouch has a smoke-free workplace policy.

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in day-to-day work in order to meet the organisation's audit, contract and registration obligations.
- Proactively apply specialist knowledge in the review and maintenance of inTouch policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

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CONDITIONS OF EMPLOYMENT

- The annual salary for this position is based on the inTouch Enterprise Agreement and is negotiable depending on experience.
- The position will attract five (5) weeks annual leave per annum, pro rata for part-time appointments.
- Salary packaging may be provided subject to the terms of and conditions of the inTouch Salary Packaging Policy.
- Superannuation Scheme is available through HESTA; the provisions of the Superannuation Guarantee (Administration) Act 1992 apply.
- The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 referees, a national criminal records check, working with children check, proof of identity, working rights in Australia and qualifications.
- Signing a Confidentially Agreement is a personnel requirement of inTouch.
- The successful applicant will be required to disclose any pre-existing illness or injury that they know about which could be reasonably foreseen to be affected by the work duties described. Pursuant to s.82 (7) of the Accident Compensation Act, failure to disclose such a condition will mean that if employed, they will not be paid compensation for that condition.

PRIVACY NOTIFICATION

The collection and handling of applicants' and the successful appointee's personal information will be consistent with the requirements of the Information Privacy Act 2000.

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