

Position Title	Assistant Accountant	Reporting to	Finance Manager – Financial Accounting & Revenue Operations
Division	Finance	Direct reports	NA
Classification	TBC	Employment Status	Full-Time Contract (1.0 FTE)
Position Number	TBC	Date	June 2021

The Organisation

The Royal Australian College of General Practitioners (RACGP) is the voice of General Practitioners (GPs) in our growing cities and throughout rural and remote Australia. For more than 60 years, we've supported the backbone of Australia's health system by setting the standards for education and practice and advocating for better health and wellbeing for all Australians.

We cultivate a stronger profession by helping the GPs of today and tomorrow continue their professional development throughout their careers, from medical students and GPs in training to experienced GPs. We develop resources and guidelines to support GPs in providing their patients with world-class healthcare and help with the unique issues that affect their practices. We're a point of connection for GPs serving communities in every corner of the country.

Australia's GPs see more than two million patients each week, and support Australian's through every stage of life. The scope of general practice is unmatched among medical professionals, so the RACGP supports members to be involved in all areas of care, including aged care, mental health, preventative care and Aboriginal and Torres Strait Islander Health.

Patient-centred care is at the heart of every Australian general practice and at the heart of everything we do.

Our Values

RACGP Employees are expected to uphold our workplace values:



Progressive leadership Forward thinking and proactive leaders who lead by example and empower employees to create and drive innovation



Quality Honouring our Organisational Vision and Mission Statement by constantly striving for excellence in service delivery and advancement in the field



Ethics Committed to acting with morality, integrity and transparency in serving the best interests of all stakeholders



Professionalism Dedicated professionals who respect and collaborate with others and are fully accountable for their actions.

Your Role

Reporting into the Finance Manager – Financial Accounting & Revenue Operations, this role is a great opportunity for a junior accountant who is just starting out in their finance career to learn, develop and gain great exposure to finance business processes within an experienced finance team. The role will hold some key banking, compliance and month end responsibilities, whilst being strongly supported by both the Operations and Grant Financial Accountants. The role will also provide key back up support for both Financial Accountants. The role would ideally suit an individual with a 'can do' attitude and who is also looking to train towards an Accounting Qualification (CA/CPA).

Key Responsibilities

- Responsible for posting bank transactions and completing all TechOne bank reconciliations including term deposits.
- Responsible for compliance activities, such as BAS returns and Congestion Levy submissions.
- Responsible for posting monthly prepayment journals along with maintaining the associated reconciliation
- Responsible for posting the month end accrued expenses journal for both operations and grants sectors. This includes coordinating the monthly process of RACGP business units reviewing and providing status updates on open purchase orders.
- Responsible for maintaining Fixed Asset reconciliations, along with posting non project related journals. Supporting Financial Accountant in reviewing any asset capitalisation's compliance with accounting standards
- Responsible for posting all grant / SPF cash movement journals
- Responsible for posting all bank interest journals and associated interest income reconciliations
- Responsible for preparation and posting of payroll journals from payroll system into TechOne
- Responsible for posting annual leave and long service leave journals, along with maintaining their reconciliations
- Responsible for calculations and reconciliations of all annual lessee charges at East Melbourne premises
- Providing back up support for both the Operations and Grants Financial Accountants. This will include regular exposure and training to all other parts of the month end process.
- Supporting process improvement projects as they arise
- Participate in the RACGP Performance Review Cycle.
- In consultation with Manager, deliver agreed Work Performance Goals.
- Other duties as required.

Environment, Health and Safety

1. Comply with the RACGP's wellbeing and workplace OH&S policies and procedures.
2. Take reasonable care for your own health and safety, along with other RACGP employees, members and visitors.
3. Ensure that hazards and incidents, near misses and injuries are reported immediately to your Manager.
4. Actively and willingly participate in health and safety, wellbeing, emergency evacuation training, meetings and workplace activities.
5. Do not wilfully place at risk the health or safety of any person in the workplace.
6. Always work proactively to uphold the highest standards of health and safety in the workplace, including working remotely, behavioural conduct and whilst undertaking all associated duties of your role.

Your Relationships

Your role requires interaction with the following internal and external stakeholders:

Internal:

- General Manager, Finance
- FP&A Manager
- Finance Team and Business Partners
- IT Team
- Other RACGP employees as required

External:

- Auditors
- ATO

Key Selection Criteria

Experience, Knowledge and Skills

Essential

- Ability to work independently and proactively looks for solutions to problems
- Ability to prioritise work and to meet deadlines
- Ability and willingness to take on, learn and develop by taking on new tasks
- Good stakeholder management and communication skills
- Ability to ask insightful questions and challenge the status quo
- Strong Excel/Word skills
- Accuracy and attention to detail.

- Ability to influence internal stakeholders

Qualifications

Essential

- Relevant degree in Finance or Accounting

Desirable

- Training towards an Accounting Qualification (CA/CPA)

Workplace Behaviours

In our workplace your actions and behaviours will:

- *Positively influence others*
- *Take initiative*
- *Focus on quality service delivery*
- *Make effective decisions*
- *Be transparent*
- *Prioritise respectfulness*
- *Strive for excellence*
- *Be flexible and adaptive*
- *Demonstrate integrity*
- *Be accountable*

- *Celebrate collaboration*

Classification Description

In accordance with the Enterprise Bargaining Agreement (EBA) 2018 or subsequent agreement.

Declaration

I, **xxx** acknowledge that I have read and understood the Assistant Accountant position description, which forms part of my employment contract from the date of issue.

I accept that the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements.

Employee: _____(signature) Date: _____