

Position Description



**Alannah & Madeline
Foundation**

Keeping children safe from violence

Position title: Accounts Assistant
Department: Operations/Finance
Reports to: Head of Finance
Job type: Time limited (2-3 months), part-time (0.8)
Date: Dec 2018

ABOUT THE FOUNDATION

The Alannah & Madeline Foundation was set up in memory of Alannah and Madeline Mikac, aged six and three, who were tragically killed with their mother and 32 others at Port Arthur, Tasmania, on 28 April 1996. In memory of his daughters, Walter Mikac and a small group of volunteers set up the Foundation with the belief that all children should have a safe and happy childhood without being subjected to violence. The then Prime Minister launched the Foundation on 30 April 1997.

The Foundation:

- identifies issues that adversely affect the wellbeing of children; we work to help them recover, and protect them from bullying and violence.
- works across the spectrum of prevention and care to deliver state-of-the-art, evidence-based programs and products.
- works with the best minds to identify and reduce significant threats to children's safety through innovation and partnerships.
- speaks out on the need for systemic change to build a supportive and safe society.

The Foundation is committed to child safety. Our Child Safe Policy outlines our safe practices for children.

Our values are Caring, Friendliness, Respect, Responsibility, Valuing Difference and Including Others.

POSITION IN CONTEXT

Reporting to the Head of Finance, the Accounts Assistant position is a member of the Operations team and has accountability to support the delivery of the Operations Strategy across the Foundation. The major focus of this role is to provide accurate reconciliation, process payroll and support the Finance Department to deliver monthly reports within agreed timelines.

FREEDOM TO ACT

- Recommendations for change should be approved by relevant Manager/s in order to ensure alignment with overall operational needs.
- The Account Assistant's position works according to the policies and procedures of the Alannah & Madeline Foundation.

Position Description *cont.*



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MAJOR JOB RESPONSIBILITIES

- Bank Reconciliations.
- Credit Card Reconciliations.
- Accounts Payables and Accounts Receivables.
- Petty Cash and Cabcharge administration and reconciliations.
- Payroll processing and journal entry.
- Month-end accruals and journal entries.
- Balance Sheet reconciliation.
- Develop long-term relationships with key internal and external stakeholders and organisations.
- Other tasks as directed by the Head of Finance, COO and Senior Leadership team.

KNOWLEDGE, EXPERIENCE AND REQUIREMENTS

- A minimum of 2 years' experience in a similar role.
- Intermediate experience with Microsoft Office suite, particularly Excel.
- Experience with various finance systems such as XERO and use of HR3 payroll package an advantage.
- Formal qualifications in Finance or Accounting would be desirable.
- Previous experience in executing projects or initiatives either in the non-profit, corporate, consulting or public sectors.
- Very good attention to detail.
- Ability to work autonomously on clearly-defined projects, and in a small team.
- Well-developed communication skills, experience and maturity to relate effectively with internal and external stakeholders.
- Working with Children Check and Police Check.