

POSITION DESCRIPTION

Job Title:	Senior Accountant
Department:	Finance and Administration
Reports to:	Chief Financial Officer
Total Number of Reports:	Nil
	Part-time position – 20 hours per week

PRIMARY PURPOSE OF THE POSITION

- The primary purpose of this role to assist in the management of Tactiv financial systems and corporate administrative functions building strong processes that ensuring the effective operation of the business.

KEY RESPONSIBILITIES

Accounting and Finance Functions

- Manage month end close and GL accounts review.
- Prepare monthly accounts and investigate variances and review with CFO.
- Assist in ad-hoc projects
- Assist in monitoring, researching and implementing new accounting standards
- Perform/assist with fortnightly payroll processing.
- Perform/assist with weekly payables run.
- Support/Oversee information is accurately recorded in accounting system.
- Reconcile Balance sheets accounts according to schedule.
- Prepare and lodge statutory obligations (BAS, IAS, Superannuation, PAYG, payroll tax).
- Assist with preparation of FBT lodgement.
- Assist in preparation of annual budgets.
- Prepare debt reporting information as required.
- Support contracting processes.

Administrative/ Other Functions

- Assist with insurance renewals and claims
- Support the maintenance of contract agreements.

- Support WH&S functions.
- Support ISMS functions

HEALTH & SAFETY

- Adhere to all work health and safety policies and procedures.
- Actively participate in all work health and safety initiatives.
- To take reasonable care for own health and safety and that of other personnel who may be affected by your conduct.

OTHER

- To report, take direction and work from appropriate source, that being your direct manager.
- Act and represent Tactiv Pty Ltd always in an honest, open and positive light to all parties including staff and customers.
- Other tasks that may be assigned from time to time which contribute to the overall success of the company.
- Ensure adherence to legal and internal policy and procedure requirements.

KEY MEASURABLES

- Accurate and timely completion of tasks.
- Positive internal and external feedback.
- Providing support to CFO

COMPETENCIES REQUIRED (MUST HAVE)

- Commitment to high-quality communications, best practices and processes.
- Excellent written and verbal communication skills.
- Motivated and outcome driven.
- Ability to identify and solve problems.

COMPETENCIES DESIRED(NICE TO HAVE)

- Experience with Technology or Software development environment highly desirable

EDUCATION REQUIREMENTS

- Tertiary qualification in Accounting, CPA preferred
- 4-5 years' experience in management accounting and reporting functions

EMPLOYEE AGREEMENT

Declaration:

I have read and accept the contents of this position description. I understand the position description will be periodically reviewed to update and incorporate any changes and an updated copy will be provided to me.

Employee name: _____ Signature: _____ Date: _____

Manager's name: _____ Signature: _____ Date: _____