

**Document Control**

Region:	All
Role:	Accountant
Classification:	Full time
Reports to:	Financial Controller
Present Incumbent:	Vacant
Prepared by:	Senior Manager Finance
Date approved/updated:	30th January 2012
Version No:	001

Our Values

Everything we do is underpinned by our core values:

**Flexible**      **Supportive**      **Approachable**      **Friendly**

Our values are embedded in our organisation and form the basis of our business planning, recruitment processes; training and leadership development.

We provide 'Trusted Community Banking' to our members by living our values to achieve our goals. Our staff treat people as individuals and promote and encourage local decision making and community involvement across our network of branches and agencies. Our employees proudly provide quality service to our members in a flexible, honest, fair and caring manner, demonstrating our commitment to our members.

CMG also has a duty to be true to our purpose as declared within our constitutional objects, true to the principles of the cooperative movement and the Mutual Banking Code of Practice to which we have pledged. Our operating principles and organisational values ensure our differentiation from other financial service providers. To this end CMG aims to harness cross organisational passion, to ensure many of these principles are not only met but have a tangible impact for all stakeholders.

**Position Statement**

Finance & Administration is responsible for all financial, management, regulatory and tax accounting, for the delivery and support of own and third party products and services to branches and members, for the enterprise risk management and compliance and for managing the balance sheet and inherent interest rate risk.

The Accounting Department is responsible for the integrity and reporting of the organisation's statutory, regulatory, management and taxation obligations and for the administration and development of the Finance One system to effectively meet the reporting obligations for CMG in relation to the statutory, regulatory, management and taxation areas. The Accounting Department also supports the management and board by providing both financial and non-financial information to assist in decision making and strategic planning.

The Accountant has day-to-day responsibility for general ledger reconciliation, for management of the asset register, for meeting taxation obligations and for compiling prudential reports.

## Key Responsibility Areas

- Assist the Financial Controller the development of a robust Accounting framework including the advancement of key policies, procedures and manuals;
- Assist in the preparation of statutory financial reports ensuring compliance with accounting and prudential standards; including the preparation of the monthly financial reports.
- Assist in the preparation of regulatory reports to ensure that the lodgment dates are met;
- Preparation of tax computations, ensuring the timely lodgment of income tax returns, business activity statements and fringe benefits tax returns;
- Assist with the development of management reporting and the ongoing reporting to Board, Executive Management and cost reporting cost centre heads;
- Provide ad-hoc reporting and analysis as required;
- Assist with compiling the annual budget and quarterly forecasting. Work in consultation with cost centre heads, negotiating and advising on budget issues;
- Assist in key projects including integration of reporting and accounting for acquisitions, systems implementation, reporting processes.
- Assist in the continuous development and improvement of core systems;
- Assist in ongoing development of the Financial Management Information System (Finance One) ensuring it become fully integrated with Core banking Systems, treasury systems and Asset liability Management applications;
- Reconciliation of clearing accounts and the regular review of the way in which individual accounts are used;
- Ensure maintenance and integrity of general ledger accounts;
- Preparation of end of month accounts, provision and accrual journals;
- Develop the asset register within finance one for both accounting and taxation purposes;
- Contribute to the planning and management of capital assets and maintenance of the asset register;
- Draft and maintain relevant procedures;
- Develop and maintain the accounting manual;
- Commitment to the continuous improvement of the accounting function;
- Occasional relief for staff within the accounting department;

## Role Competencies

Ability to:

- work unsupervised at times;
- achieve and work in a team based work culture;
- utilise high level computer skills particularly spreadsheet and database skills;
- cooperate and engage with staff at all levels within the organisation;
- cooperate and engage with professional external parties;
- display well developed written and verbal communication skills;
- set priorities, plan workload, meet deadlines and achieve the objectives of the department;
- develop complex reports in prescribed timeframes;
- supervise the accounting team where required;
- communicate efficiently and effectively with management and other staff members of CMG

## Role Knowledge Areas

- Knowledge of the Credit Union sector;
- Knowledge of the Australian Accounting and Auditing Standards; and
- Knowledge of the Australian Prudential Regulation Authority.

## Organisational Compliance

- Ensure sound operational knowledge of legislative, regulatory and Code of Conduct requirements including (but not limited to), Financial Services Reform Act, Privacy Act, Industry Codes of Practice, EFT, code of Conduct, Financial Transactions Reporting Act, Occupational Health & Safety, Complaint Handling and Dispute Resolution.
- Ensure a sound knowledge of Credit Union policies, procedures, products, services and systems to comply within the authorities and restrictions in relation to the duties of this role.
- Ensure adherence to correct identification procedures and confidentiality of information that conform to the requirements of the Credit Union and the Privacy Act when accessing member details.
- Ensure the management/supervision of direct reporting staff in accordance with organisational compliance.

## Company Advocacy

- Promote an environment founded on Credit Union philosophy and CMG values of Ethical and Honest practices, Customer Satisfaction and Caring, Financial Responsibility, Community and Social Commitment.
- Act as an advocate for CMG in all dealings with members and staff and present a professional image of CMG in all dealings with the public including appropriate dress standards, helpfulness and friendliness.
- Create a balanced team environment with a focus on continuous improvements, best practice and member focus.

## Professional Development

- A willingness and capacity to become better equipped to perform job responsibilities by transferring new knowledge and skills gained, through training to the workplace.
- Ensuring the successful completion of individual training and development activities to update knowledge and skills relating to legislative, policy, system, procedure, product and service requirements inherent in current duties.

## Performance Management

- Ensure the setting of mutually agreed goals, objectives and performance measures for the role, identifying Key Performance Areas for (6) six monthly and annual review processes.

## Community Engagement

As an organisation we abide by the credit union operating principles and we recognise that we have a responsibility to our members and the communities in which we operate. As an organisation we are committed to the welfare of our members, our staff, our community and our environment.

We aspire to make a positive difference for the people in our community and we are passionate about researching and implementing ways to ensure our principles are demonstrated.

## Qualifications and Experience

- Essential:**
1. Relevant undergraduate or postgraduate degree in accounting;
  2. Strong communication skills, both written and verbal
  3. Well developed computer skills with demonstrated experience in the Microsoft Office suite of products.
  4. Strong analytical, numerical and problem solving skills
  5. Demonstrated understanding and preparedness to commit to the organisation's values
  6. A current, unencumbered Drivers Licence

- Desirable:**
1. Previous experience within a financial institution
  2. Previous experience with Tech One Accounting software.

## Acceptance of Responsibilities

I have read the requirements and responsibilities outlined in this position description, CMG's Code of Conduct and Employment Terms and Conditions and agree to meet and adhere to these and have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document.

I accept my performance will be measured through the agreed objectives set with my manager each year and reviewed on a minimum six (6) monthly basis in accordance with the organisation's performance management policies and guidelines and processes.

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signed** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Accountant**

**Financial Controller**