

# Job Description and Selection Criteria

Management Accountant

**VISION**

To enrich the lives of everyone in our community.

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**PURPOSE**

To provide a caring community where every person feels safe and has the freedom and choice to live the life they desire.

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**R E S P E C T**

<b>R</b> RESILIENT	<b>E</b> ETHICAL	<b>S</b> SAFE	<b>P</b> PROFESSIONAL	<b>E</b> EMPOWERED	<b>C</b> COMPASSIONATE	<b>T</b> TRANSPARENT
We have the strength to overcome challenges, learn from failures, and persist with hope and determination	We act with fairness, integrity, and honesty, by acknowledging mistakes, respecting boundaries, and treating others with empathy.	We uphold a SwanSafe way of working to ensure we provide an environment free of harm for everyone.	We interact with respect, dependability, and punctuality, ensuring clear communication, fairness and trust.	With ongoing support, training, and education, we grow into the best versions of ourselves.	We demonstrate courtesy, kindness, and understanding to everyone, consistently applying a person-centered approach in all that we do.	Our collaborative approach fosters a workplace committed to being open, honest and approachable.

<b>Location</b> Bentley Park	<b>Reporting To</b> Chief Financial Officer (CFO)
<b>Direct Reports</b> Payroll Manager Accounts Payable Accounts Receivable	<b>Award / Agreement</b> Assistant Accountant Finance Support Officer Common Law Contract
<b>Normal Hours</b> Monday to Friday _____	

## Position Objective

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Responsible for overseeing financial operations, ensuring the integrity and accuracy of financial reporting, and managing the payroll function.

Deliver comprehensive financial management by providing strategic insights ensuring the effective planning, monitoring, and reporting of financial resources.

Assist in maintaining financial sustainability, driving operational efficiency, and ensuring that all financial activities align with the organisation's vision and goals.

## Responsibilities

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- Lead and support the Finance and Payroll team, providing ongoing mentorship and guidance.
- Responsible for maintaining compliance with relevant laws and regulations.
- Establish and uphold an internal audit framework that promotes continuous improvement and encourages a culture of regular reviews.
- Lead and manage external audit processes.
- Manage the timely and accurate preparation of financial reports, including monthly management accounts & annual financial statements.
- Responsible for the review and submission of the Quarterly Financial Report (QFR), benchmarking reports and annual Aged Care Financial Report (ACFR).
- Comprehensive oversight of the management and processes related to Refundable Accommodation Deposits (RADs), ensuring compliance with the applicable prudential standards.
- Lead and prepare annual budgets and financial forecasts in collaboration with senior management and present them to the village residents.
- Undertake comprehensive analysis to optimise financial performance and operational efficiency.
- Monitor and evaluate financial information systems and recommend improvements where required.

## Personal Development

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- Maintains and develops professional knowledge and skills related to position.
- Actively participates in professional associations and SwanCare Group committees as requested.
- Sets goals for personal and professional growth and revises them annually.

## Corporate Values

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- Actively promotes and develops the corporate values of the organisation.
- Acts in accordance with all relevant legislation, policies, principles, and procedures.
- Participates in processes to monitor customer satisfaction throughout services delivered by the role.

## Work Health and Safety

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- Accepts responsibility for own occupational health and safety requirements.
  - Attends and completes all mandatory education.
  - Utilises Universal Precautions at all times.
  - Reports all hazards, accidents and incidents through the appropriate reporting channels.
  - Identifies and reports any practice / equipment which may reduce safety for staff or residents.
  - Works in a safe manner, considering own safety and that of other staff members, residents, and visitors to SwanCare Group.
  - Ensures equipment that is broken and may present an injury risk to staff and residents is removed from the work area and a request is submitted to the appropriate Manager.
  - Conducts safety audits when requested to do so.

## Other

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Other tasks may be assigned from time to time to meet the needs of the organisation and/or to assist with the employee's development.

Performance of all tasks to the required standard is essential to maintain the contribution of this position to SwanCare Group standards and the effectiveness of operations.



## Selection Criteria – Management Accountant

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### Essential

- CA / CPA qualified.
- Demonstrated experience as Management Accountant or relevant role.
- In-depth knowledge of accounting principles and practices.
- Exceptional attention to detail and accuracy in financial reporting and analysis.
- Demonstrated experience managing a small to medium sized team.
- Demonstrated experience with ERP and accounting software (e.g. Epicor).
- Excellent knowledge of data analysis and forecasting methods with a proven ability to provide actionable insights for decision-making.
- Proficient in the use of MS Office.
- Sound leadership, organisational and time management skills.
- Ability to provide training, mentorship, and support to team members.
- Demonstrated policy formulation and implementation skills.
- Demonstrated ability to manage systems and evaluative processes.
- Demonstrated ability to manage annual budgets, capital expenditure cycles, and comply with legislative and organisational reporting requirements.
- Excellent interpersonal and communication skills, with the ability to collaborate effectively.
- National Police Clearance.

### Desirable

- Previous experience with payroll management.
- Previous experience in the aged care / retirement living sector (or related sector).
- Demonstrated understanding of the Commonwealth and State funding structures and legislative framework associated with the delivery of aged care.
- Previous experience with the EPICOR financial management software.

**SIGNED** as an agreement.

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**Employee**

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**Manager**

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**People & Culture**

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

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

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

