



ACCOUNTANT POSITION DESCRIPTION

POSITION TITLE:	ACCOUNTANT
OFFICE LOCATION:	National Council Secretariate, Deakin West.
REPORTS TO:	National Council President for matters involving Society Members National Council Chief Executive Officer for operational matters
OTHER PROFESSIONAL RELATIONSHIPS:	National Treasurer through the Chief Executive Officer Audit, Risk & Finance Standing Committee National Council Secretariate staff
CONDITIONS OF EMPLOYMENT:	Individual Employment contract – 12 months with review
HOURS OF WORK:	Part-time – 2 days per week (excluding Mondays) This position requires “in office” attendance.

OUR PURPOSE AND VALUES

The Society is concerned not only with alleviating need but also with identifying the unjust structures that cause it.

(The Rule, Part I, Article 7.1)

MISSION

The St Vincent de Paul Society is a Catholic lay organisation that aspires to live the gospel message by serving Christ in the poor with love, respect, justice, hope and joy, and by working to shape a more just and compassionate society.

VISION

The Society aspires to be recognised as a caring lay Catholic charity offering a ‘hand up’ to people in need. We do this by respecting their dignity, sharing our hope and encouraging them to take control of their own destiny.

SAFEGUARDING

National Council, on behalf of the Society in Australia, commits to protecting the safety and wellbeing of all children and adults at risk who come into contact with the Society in Australia.

National Council, acting as the “Church Authority” to Australian Catholic Safeguarding Ltd (ACSL), represents the Society in Australia on safeguarding matters that relate to the National Catholic Safeguarding Standards (NCSS). National Council is not responsible for a State or Territory Council’s compliance with civil safeguarding legislation or regulations.

ST VINCENT DE PAUL SOCIETY NATIONAL COUNCIL OF AUSTRALIA INC.

The St Vincent de Paul Society has lent the hand of support to Australians experiencing disadvantage for over 175 years. Almost 35,000 members and volunteers dedicate their time and talents to this important work in communities across the country.

The St Vincent de Paul Society National Council of Australia is united in its spirituality and management through the International Confederation of the St Vincent de Paul Society (*The Rule*, Part II, Art. 1.1). National Council is instituted by the International Council General (*The Rule*, Part III, Art. 15) and follows the international and Australian statutes outlined in the Rule.

The St Vincent de Paul Society in Australia ('the Society in Australia') is governed by The Rule which embraces the principle of subsidiarity such that decisions are made as close as possible to the level where activities are performed ensuring local circumstances are taken into consideration (*The Rule*, Part I, At 3.9).

The Society in Australia consists of the National Council and six State Councils and two Territory Councils that together assist the Society's members carry out good works.

The St Vincent de Paul Society National Council of Australia Inc.

Under *The Rule*, the National Council is the Society's superior council in Australia (*The Rule* Part II, Art. 1.6). National Council authorises the legal entities that operate in Australia in the name of the St Vincent de Paul Society. Each of the Society's nine councils in Australia are registered as a charity with the Australian Charities and Not-for-profit Commission (ACNC).

Each Council deploys a corporate body that allows the Society to conduct its business within the laws of the land. This governance framework sees Society Members following *The Rule* and the Objects contained in their respective civil constitutions. Civil constitutions are subservient to The Rule except where legislation requires a corporate body to abide by a jurisdiction's legislative and regulatory requirements.

National Council and some of the state and territory councils have established and control separate subsidiary bodies corporate to assist in the good works of the Society. Each subsidiary entity is registered with the ACNC.

National Council, each State and Territory Council and each subsidiary entity has its own safeguarding policy and procedures as required by law. National Council's safeguarding policy is a cornerstone of the organisational culture of providing a safe and secure environment for children and vulnerable adults when they come into contact with the Society in Australia.

National Council is responsible for ensuring each council has safeguarding policies and procedures in place and that all Society Members, volunteers and employees follow the Society's safeguarding policies that apply to them. Compliance with the legal requirements applying to safeguarding policies and procedures in each state and territory is the responsibility of the relevant State and Territory Council.

National Council meetings provide a forum for State and Territory Councils to report on their safeguarding activities and to discuss and consider national safeguarding policy directions which ensure best practice is achieved across the Society in Australia.

National Council is an active member of the SSVP Oceania Partners Forum which involves the National Councils in the Oceania Zone. The Forum is committed to support culturally appropriate initiatives designed to ensure safeguarding practices are implemented at the local level.

ABOUT THE POSITION

The primary role of the **Accountant** is to prepare the financial reports and manage the annual audit process for the Chief Executive Officer.

KEY BUSINESS RESPONSIBILITIES

This position is directly responsible to the Chief Executive Officer, or their delegate, for the following KBRs.

1. Creating annual budgets x Program areas and forecasts
2. Analysis of revenues & expenses on monthly basis
3. Preparation of end of month Financial Statements
4. Manage the annual audit process with external auditors in a timely and structured manner to include the provision of relevant information requested and assistance in the completion of the statutory accounts in accordance with the audit timetable.
5. Reconciliation of Overseas Development Funds
6. Preparation of Management Reports & analysis against budget
7. Managing cash flows and investments
8. Lodgement of BAS returns
9. Ensuring compliance with accounting standards and legal requirements

These KBRs and the associated KPIs cannot be delegated without the authority of the CEO or their delegate. Other duties may be required, as directed, commensurate with skills and abilities. The KPIs will be determined in consultation with the Accountant within the first two months.

OH&S RESPONSIBILITIES

National Council recognises its moral and legal responsibilities to provide a working environment for its employees, volunteers, contractors, visitors, the general public and those whom we serve (our companions and our residents), that is safe and healthy.

The **Accountant** is responsible for ensuring that the activities they perform are conducted in accordance with the Association's Occupational Health and Safety Management System and in a manner that minimises the risk of injury or ill health to all people affected by the activity. Where the risk of injury or ill health cannot be eliminated completely the **Accountant** working with the Chief Executive Officer is to ensure that appropriate and effective controls are documented and implemented to reduce the risk as far as practicable.

PROFESSIONAL DEVELOPMENT

The National Council supports the ongoing professional and educational development of its employees.

The Chief Executive Officer will assist the employee identify professional development opportunities and there shall be a personal development plan that is reviewed and updated each year.

SELECTION CRITERIA

ESSENTIAL

- Relevant degree/skills.
- A demonstrated capacity to network in a complex stakeholder environment in a strategic manner

DESIRED	<ul style="list-style-type: none"> Well-developed interpersonal and communication skills, both verbal and written, with personal skills of negotiation, adaptability, initiative and versatility with the ability to engage and influence a diverse range of stakeholders. Understanding of the concept of confidentiality and respect for in camera conversations. Demonstrated ability to meet deadlines in a high-volume environment. Demonstrated capability to be self-directed in a high-volume demand-driven environment with a ‘can-do’ attitude – you must be a colleague who initiates, progresses and completes strategic tasks. Strong inter-personal and communication skills for building and maintaining relationships and identifying potential issues. An understanding of the MYOB accounting program or similar accounting software program.
DESIRABLE	<ul style="list-style-type: none"> Minimum five years’ experience in a similar role or demonstrated aptitude to meet the criteria. Experience of the Not-for-Profit sector.

INHERENT PHYSICAL REQUIREMENTS OF THIS POSITION

	Frequency		
	Often	Sometimes	Rarely
Bending			✓
Computer based tasks	✓		
Driving			✓
Kneeling			✓
Lifting			✓
Sitting	✓		
Standing		✓	
Walking		✓	

CULTURAL FIT

In addition to the selection criteria outlined above, the successful applicant must be able to demonstrate they are committed to the Society’s Mission, Vision and Values and will bring a collegial and collaborative approach when working with the Society’s workforce.

ATTACHMENT:

[National Council Strategic Plan](#)