

Title of role:	Accountant	Incumbent:	Bianca Bryant
Team:	Operations	Employment type:	Part time 0.8 FTE, ongoing

Organisational overview

IPAA Victoria (IPAA) is the peak professional association for the public purpose sector including the Victorian Public Service, the Australian Public Service based in Victoria, local governments, universities and the not-for-profit sector. The public purpose sector has played, and will continue to play, a critical role in delivering for Victorian communities. IPAA Victoria supports this work by providing platforms for professionals and organisations to connect, network, collaborate, learn and problem solve.

IPAA Victoria employees engage with and work across the public purpose sector, building relationships with a diverse range of members and stakeholders to co-design programs, content pieces, and events that meet the needs of the sector

We build capability through our market-leading professional development programs and events. We provide thought leadership through accessing our extensive network of experts and leading thinkers to explore current and complex issues being faced by the sector. We connect people through our communities of practice, leader networks, mentoring programs and other forums. We recognise and celebrate excellence across the sector through leadership and fellowship awards.

We pride ourselves on continuing to play a central role in supporting the public purpose sector in the important work that it delivers.

Role Purpose

The Accountant is responsible for managing IPAA’s financial and business systems to meet the organisation’s business objectives and financial statutory reporting requirements. The role supports the COO and CEO in ensuring compliance with IPAA’s financial policies and delegations, and external statutory reporting obligations.

The Accountant works closely with Program Delivery and Membership teams to ensure timely and accurate recording and processing of income and expenditure.

Reporting relationships

This role reports to	Chief Operating Officer (COO)
Roles / functions reporting to this role	Nil

Key working relationships / interactions

Who	What/how
Programs team	<ul style="list-style-type: none"> Recording and processing of income and expenditure
Member engagement team	<ul style="list-style-type: none"> Recording and processing of income and expenditure
Chief Operating Officer (COO)	<ul style="list-style-type: none"> Preparing and delivering monthly and annual financial reporting and processes
Auditor	<ul style="list-style-type: none"> Assist with conduct of annual financial audit
Australian Taxation Office (ATO) & State Revue Office	<ul style="list-style-type: none"> Ensure IPAA’s payroll and BAS obligations are met

Responsibilities

Key Responsibilities	Accountability / Activity	Performance Indicator
Accounts receivable & accounts payable	<ul style="list-style-type: none"> • Prepare customer invoices based on accounting procedures • Investigate discrepancies in supplier invoices to determine the accuracy of charges • Handle customer inquiries regarding billing issues • identify overdue accounts and insufficient payments • Verify invoices received, schedule and prepare disbursements • Obtain authorisation for payments • Complete month end reconciliations. 	<ul style="list-style-type: none"> • Compliance with IPAA financial policies and delegations • Accuracy, completeness and timeliness of fortnightly payment cycle • Prompt supplier payments • Timely recovery of overdue payments • Internal and external feedback.
Payroll	<ul style="list-style-type: none"> • Manage payroll processing for up to 20 employees • Manage PBI salary packaging processing • Complete end of month review and all reconciliations, including payroll and superannuation, employee entitlements, Workcover, payroll tax. 	<ul style="list-style-type: none"> • Accuracy and completeness of employee payroll records • Accuracy and timeliness of payroll processing and end of month reconciliations and reporting • Internal and external feedback.
Monthly processing and reporting	<ul style="list-style-type: none"> • Complete end of month journals and reconciliations • Prepare monthly financial statements including Profit and Loss Statements, Balance Sheets, Trial Balances and Cash Flow statements and forecasting • Manage and ensure compliance of BAS, GST and other statutory payments. 	<ul style="list-style-type: none"> • End of month processing and reporting completed within required timeframes • Data irregularities identified and reported to management • Compliance with ATO and other statutory payment and reporting obligations • Internal and external feedback.
Annual reporting and audit processes	<ul style="list-style-type: none"> • Prepare end of year journals, reconciliations and reporting for the auditors to prepare annual statutory financial statements • Assist COO with preparation of the annual budget. 	<ul style="list-style-type: none"> • Compliance with external reporting obligations • No material audit findings or issues identified • Internal and external feedback.
Collaboration, teamwork and continuous improvement	<ul style="list-style-type: none"> • Develop and maintain clear, concise business process documentation within role accountability • Actively contribute to innovation and quality improvements across IPAA • Undertake any other reasonable tasks as directed by the COO and the CEO • Ensure knowledge of all relevant IPAA policies, procedures, guidelines and work methods is actively maintained • Complete all mandatory and scheduled training as requested. 	<ul style="list-style-type: none"> • Regular review of work processes and outcomes • Quality and strength of collaborative relationships • Compliance with relevant legislation, regulations, IPAA policies and operating standards • Mandated and scheduled training and development up to date • Internal and external customer feedback.
Workplace safety and wellbeing	<p>As an employee:</p> <ul style="list-style-type: none"> • Take care of your own health, safety and wellbeing and that of any other person who may be affected by your actions or omissions in the workplace • Understand responsibilities and accountabilities of yourself and others in accordance with safety legislation and IPAA policies • Promote an open and active safety management and wellbeing culture • Maintain a safe working environment within your area of responsibility. 	<ul style="list-style-type: none"> • IPAA values and behaviours modelled at all times • Safe work practices role modelled at all times • Active support and promotion of safety and wellbeing • Incidents, accidents and hazards reported as soon as possible.

Key Responsibilities	Accountability / Activity	Performance Indicator
	As a leader: <ul style="list-style-type: none"> • Provide coaching, feedback and training to ensure that all team members practically understand their obligations and responsibilities with workplace wellbeing and safety • Conduct regular audits of the workplace, checking for hazards and opportunities for improvement • Report and/or assist your colleagues to report accidents, injuries and near misses as soon as possible. 	<ul style="list-style-type: none"> • Incidents, accidents and hazards reviewed to minimise future risks • Work methods modified as risks identified • Safety audits completed and actioned.

Person specification *[selection criteria]*

Qualifications, certifications, professional registration, licences required for role:

- Certificate IV in Accounting and Bookkeeping or Diploma of Accounting
- Tertiary degree in accounting, business or equivalent discipline, preferred
- CPA membership, preferred
- Registration with the Australian Tax Practitioners Board as a BAS Agent.

Knowledge and experience

- A minimum of five years' bookkeeping / accountant experience across a variety of small to medium businesses
- Experience gained in a member-based organisation, desirable
- Demonstrated understanding of the broader public purpose sector.

Skills

- Excellent organisational skills with a methodical approach and good attention to detail
- Mathematical and numerical aptitude combined with good problem-solving skills
- Demonstrated capability in documenting operational business processes
- Sound written and oral communication skills and strong internal stakeholder relationship skills
- Advanced user of business accounting software packages e.g. Xero, MYOB
- Demonstrated advanced Excel skills to integrate business data for internal financial reporting and analysis.

Personal qualities and attributes

- Driven by a genuine internal and external customer service ethos and able to inspire the same in others
- A team player, able to work in a collaborative way across the organisation and with willingness to reach in to support priority needs
- Sound judgment, able to influence others and be seen as a credible source of advice
- Commitment to personal learning, development and improvement in pursuit of own performance objectives and those of the team and organisation
- Commitment to IPAA's values with a working style that reflects these.

Employment at IPAA

Prior to commencement of employment with IPAA, candidates must provide assurance and evidence of:

- Proof that they are an Australian citizen or permanent resident, or a New Zealand citizen, or hold a valid visa with permission to work in Australia
- Satisfactory National Police Check (NPC) and/or Working with Children check, as required for the role
- Qualifications, certifications, professional registration, and/or licences required for the role.

The verification process will be completed during recruitment and prior to offer.

All IPAA employees are required to work in accordance with legislation and regulations including but not limited to:

- Occupational Health and Safety Act 2004 (Victoria)
- Anti-Discrimination and Human Rights Legislation Amendment (Respect at Work) Act 2022 (Cth)
- Equal Opportunity Act 2010 (VIC) including prevention of bullying, discrimination, harassment and intimidation
- Fair Work Act (2009) and the National Employment Standards
- Relevant Awards
- IPAA Values, Code of Conduct and other IPAA policies and procedures which may be amended from time to time.

Other:

- Some out of hours work may be required
- Role may be required to work at various member/partner worksites for events and professional development program delivery.