



Position description

Position:	Accountant
Agreement:	Boandik Lodge Inc. United Voice & ANMF Aged Care Employees Enterprise Agreement 2017
Responsible to:	Chief Operating Officer

Position objective:

To liaise and co-operate with the chief operating officer, executive team and other staff to achieve and maintain optimum standards of care for residents, maximum staff harmony and teamwork and support for colleagues, students, volunteers, friends and representatives of residents.

Key responsibilities

1. Oversee the financial services of all Boandik operations.
2. Prepare accurate and timely financial reports as required by the board and management.
3. Work collaboratively with executive team, management team and administration staff to achieve optimum results in the financial operations of Boandik.
4. Generate and maintain a trusting relationship with residents and clients, which includes protecting confidentiality, privacy, dignity, individual choice and decision making.
5. Participate in a team approach with staff to ensure a holistic approach to the provision of care to residents and clients.
6. Undertake all tasks as detailed on duties list.
7. Support the rights and interests of residents by following appropriate reporting mechanisms to meet duty of care and legislative requirements.
8. Provide and promote quality customer relations concerning Boandik to all stakeholders and the community.
9. Have an understanding of cultural needs and issues.
10. Assist in training of employees by either personal instruction and/or demonstration.
11. Adapt to and participate in changes in the work environment.
12. Maintain a homelike environment in a safe, clean and hygienic manner, observing infection control procedures where necessary.

Key performance indicators

The key performance indicators below will ensure that key responsibilities are achieved and will be monitored and reviewed at staff appraisal annually:

Position specific

1. Completion of annual staff appraisal, prior to appraisal expiry date
2. Monthly financial reports provided to the audit and risk committee members 3 days prior to the meeting.
3. Less than 10% error rate from internal audits for work responsible for.
4. External audit compliance of 100%.
5. 100% compliance with regulatory reporting requirements that is responsible for as per schedule in regulatory compliance policy.

Management

1. 100% compliance with following requirements:
 - a) all staff have read emergency procedures manual
 - b) all staff have completed manual handling competencies within required timeframe

Organisation

1. Read and signed emergency procedures manual on an annual basis.
2. Read and signed hazardous chemical register on an annual basis.
3. Submit hazard forms as required - achieve submission of 0.5 hazard per full time equivalent employee.
4. 90% of workers compensation claims are submitted to department head within 2 days.
5. Incident forms will be completed and submitted on Donesafe on the day of the incident.

Mandatory requirements

1. National criminal history certificate or NDIS worker check (less than 3 years old).
2. Influenza vaccination – required by Public Health order
3. COVID 19 vaccination – required by Public Health order

Qualifications and experience

1. Tertiary qualifications in commerce, finance or equivalent
2. Membership of CPA or ICAA (or working towards)
3. Financial reporting and budgeting experience
4. Advanced Microsoft Excel skills

Skills, knowledge and attributes

1. Empathy and understanding of older people.
2. Pleasant and professional personal and telephone manner
3. Effective communication and interpersonal and team skills
4. Initiative and self-motivation

Performance management

New employees:

Your orientation will be the first step in the performance management process. You will have a six month review as part of your probation at this review we will check your progress and development and that the following are completed:-

- a. Manual handling competencies
- b. 'Your choice your life' learning package
- c. Food safe program

All employees:

1. Participate in an annual performance appraisal.
2. Achieve the key performance indicators for this position.
3. Act in accordance with professional, legislative and organizational standards, policies and procedures.
4. Identify own learning needs and participate in self-improvement/ self-education opportunities.
5. Attend all sessions at the compulsory study days on an annual basis.
6. Comply with the Boandik employee code of conduct at all times.
7. Attend staff meetings as required.

Continuous improvement

1. Recognise the need for and participate in continuous improvement programs relevant to the work area.

Health and safety

1. All staff have a legal obligation to ensure that they comply with work health and safety regulations and the organisational policies, procedures and standards.

Equal employment opportunities

1. Understand and participate in promoting equal opportunity legislation and Boandik policies relating to this legislation.
2. Model behaviours that are fair, non discriminatory and free of harassment.

Salary packaging

1. Boandik offers salary packaging to all staff members who have satisfactorily completed their probationary period.
2. Salary packaging is provided by CBB at a small cost to the staff member.
3. Salary packaging is limited to amounts that are allowable without attracting fringe benefits tax. If a staff member chooses a salary packaging outside these limits they will be liable to pay the fringe benefits tax. CBB will advise staff to ensure this does not occur.
4. Boandik allows staff to salary package unused leave payments on termination of employment.

Further information is available in the human resource policy. This addendum forms part of the position description for my role and I accept the information included.

Employee acknowledgement

1, _____, have read and understood this position description and accept that this and the duties list for this position form the contract of employment.

Employee signature: _____ Date: _____

Department head: _____ Date: _____