



POSITION DESCRIPTION

POSITION: Assistant Accountant

DEPARTMENT: Finance and Administration

REPORTS TO: Finance Manager

REMUNERATION: Princes Court Ltd (Trading as Princes Court Homes Hostel), ANMF AND HSU ENTERPRISE AGREEMENT 2022

ABOUT PRINCES COURT

Princes Court Ltd (incorporating Princes Court Homes and Village) is an independent, not for profit, community owned organisation managed by a voluntary Board of Management. Sunraysia's leader in aged care and independent living, Princes Court Homes is a well-respected part of the community.

Princes Court has operated in excess of 65 years with expertise and experience in managing a range of options from independent living through to high care and dementia specific care. We offer an accredited facility, supported by more than 130 staff and provide 55 lifestyle retirement units and a home for 100 permanent and two respite residents. Princes Court has also recently expanded into Home Care.

Princes Court's person-centered care philosophy ensures comfort and security for Mildura's aging residents.

POSITION PURPOSE

The Assistant Accountant provides an accurate, timely and efficient accounting service to Princes Court performing reconciliations of various general ledger accounts and assisting in the preparation of the monthly financials and annual financial statements. Providing support and back up for other roles within the finance team as appropriate. The role will include the supporting other members of the Finance and Administration team.

DUTIES AND RESPONSIBILITIES

Key duties and responsibilities of the Assistant Accountant include but are not limited to:

- Assist in the preparation of timely and accurate financial and management reporting for key stakeholders, both monthly, ad-hoc and end of financial year
- Assist with the management of the Fixed Asset Register, including the uptake of assets to the register, the depreciation schedules and disposal thereof
- Assist with the Payable, Receivable & Payroll functions
- Preparation and lodgment of monthly BAS.
- Reconciling company credit cards and process as required.
- Reconciling petty cash and process as required.
- Assist with the preparation of monthly balance sheet reconciliations including the

- processing of end of period journals as required.
- Assist in the development and maintenance of high-quality procedural documentation and standards.
- Assist with incoming calls/visitors to front of house
- Ad hoc duties as directed by the Finance Manager and Chief Financial Officer

WORKPLACE HEALTH AND SAFETY

- Consult and actively engage staff on Work Health & Safety matters.
- Employees with supervisory responsibilities are accountable for the effective implementation, monitoring, and review of the WH&S policies and procedures within their area of control to meet legislative compliance.
- Champion safety policies and procedures and take all reasonable care to prevent injuries or illnesses occurring at work.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The work environment characteristics and physical demands representative to successfully perform the essential functions of the role:

- Regularly required to, stand, sit, talk, hear, and use hands and fingers to operate a computer and telephone.
- Heavy lifting maybe required.
- Specific vision abilities required by this job include close vision requirements due to computer work.
- Ability to stand for an extended period of time.
- Moderate noise (i.e. kitchen and cleaning equipment, computer and phone).

Princes Court has a Minimal Lifting Policy in place.

KEY SELECTION CRITERIA

- Bachelor's degree in accounting/commerce/finance or a related field, or working towards this will be highly regarded
- Two years proven experience in a similar role will be highly regarded
- Excellent numerical, analytical, administration, problem-solving, technical and IT skills.
- Intermediate skills in Microsoft Excel.
- Excellent time management skills and ability to multi task and priorities workload.
- High level of interpersonal and communication skills.
- Proven knowledge and track record of maintaining Confidentiality of organizational information in all instances.
- Understanding of the importance of quality customer service.
- A desire to seek continual improvement within the scope of employment.
- Able to work without direct supervision and to organise work routines efficiently.

ADDITIONAL INFORMATION

- Princes Court offers employees not for profit salary sacrificing.

- All offers of employment at Princes Court are subject to a six-month probationary period (If new employee).
- An annual performance review linked to objectives set out for the position will be undertaken.
- All offers of employment are subject to a satisfactory National Police Check and provision of current Driver's License prior to commencement.
- Employees must have the right for permanent employment in Australia.

Princes Court's Culture	
<p>Values</p> <ul style="list-style-type: none"> • Person-centeredness • Excellence • Dignity • Effectiveness 	<p>The foundation of our facility is the excellent and committed staff, valued for their contribution to the lives of the people we serve. We work with staff to understand their needs and offer flexibility or advancement through personal development. This ensures we have an engaged, enthusiastic and passionate team to provide the best environment for our residents.</p> <p>Values are based around our residents finding happiness, security, comfort and companionship in what we offer.</p> <p>Vision: Excellence in care and lifestyle.</p> <p>Mission: We provide choices in high quality and secure aged & residential care and independent living, responding to changing community needs with innovative services and support.</p>

Signed on behalf of Princes Court Ltd			
NAME			
REPORTING MANAGER			
SIGNATURE		DATE	/ /2023

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Acceptance of the position

I understand and agree to abide by the responsibilities and duties described in this position description.

NAME			
SIGNATURE		DATE	/ /2023