

POSITION TITLE	Assistant Accountant
REPORTS TO	Management Account, Corporate Services
LOCATION	Scoresby
KEY CONTACTS	Team Leaders Other agency staff Relevant government and community agencies Other agency stakeholders

About Anchor

Our Values

This is what our clients, our service partners and our supporters can expect from Anchor.



Belief

We believe in the potential of every individual experiencing homelessness. Our focus goes beyond shelter – prioritising resources and support to nurture agency and foster growth. We empower individuals to take control, create their own pathways towards a self-determined future.



Authenticity

We value real connections and open dialogue with our clients, staff, and partners. By fostering a culture of honesty and acceptance, we create transparent, trustworthy relationships. We celebrate and embrace the diversity that makes up Anchor, giving a platform for all individual voices to be heard.



Collaboration

We value the diverse experiences and perspectives of all involved in our purpose. Across a diverse set of teams, we foster a sense of unity, listening and working together to achieve the best outcomes for our clients. For while our specific work may be different, what we work towards is the same.



Empathy

Support at Anchor is deep, meaningful, and client-centred. We understand that no two individuals experience the same disadvantage, nor have the same aspirations. Every day in our work, we take the time to understand each client, reflecting on their journey. We place our clients' needs before our own, especially in moments of crisis.

About the Corporate Services Team

The Corporate Services Team provides administrative support throughout Anchor. Key responsibilities of the team include Financial Management, Accounts, Reception and Administration, Information Technology, Asset and Property Management, and shares responsibility for Payroll with the People and Culture Department. Teamwork, collaboration, communication, and exceptional customer service are key priorities for the team, as is the provision of high-quality financial services to help ensure Anchor fulfills its objectives.

Position summary

Reporting to the Management Accountant, the Assistant Accountant will primarily be supporting the Management Accountant in the preparation, examination and analysis of accounting records, budgets, and financial statements; as well as performing bank reconciliations, month-end journal postings, preparation of balance sheets and payroll related processing.

Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

Accounts Systems

- Preparing and processing month-end journals.
- Perform bank reconciliations and balance sheet reconciliations.
- Assist with month-end reporting and year-end auditing.
- Support the Accounts Payable and Accounts Receivable function.
- Management of corporate virtual credit card – WEEL
- Assist with the grant acquittals process.
- Update and Maintain grant and donation balances.
- Contribute to continuous improvement of financial accounting processes to enable the delivery of an efficient and stream-lined service.
- Ensure accurate records and up to date documentations keeping.
- Coordinate with service delivery teams to manage individual client's funding.

General

- Support the operations of Anchor's Administrative team
- Maintain a monthly work plan and carry out all duties in a manner consistent with the Strategic Plan and Policies of the agency
- Ad hoc Projects as requested

As with every staff member and volunteer, the Assistant Accountant must consistently model the behaviours and values expected by Anchor.

Anchor's Capability Framework

The Anchor Capability Framework describes the capabilities required to meet the expectations of clients, colleagues, and communities in today's changing environment. These capabilities work together to provide an understanding of the knowledge, skills and abilities required of staff in this role.

Key Capabilities

Professionalism and Accountability: Takes responsibility for own work tasks. Works with others to get the best outcomes and shares knowledge, skills, and expertise with others.	Financial Management: Effectively manages relevant financial processes and reporting. Assists with budget reviews and works to established budgets. Is aware of and understands financial delegation principles.
Autonomy: Manages time and uses tools effectively to assist with planning and organising, referring to supervisors as required.	Integrity: Understands and models Anchor's social, ethical, and organisational standards and responsibilities in all interactions.
Continuous Improvement: Responds proactively to a continuous improvement environment and changing circumstances and adjusts activities when necessary.	Teamwork: Offers constructive feedback and provides balanced and informed perspectives at team meetings.
Probity: Acts and at all times encourage others to operate within the boundaries of Anchor processes, policies and legal constraints.	

Qualifications, skills, experience, and knowledge

- Tertiary qualification in Accounting or Finance, newly qualified or working toward CA/CPA
- 3-5 years assistant accountant experience
- Proven month-end and year-end processing experience
- Knowledge of financial service processes including accounts payable, accounts receivable, bank and general ledger reconciliations

- Team player with the ability to work independently
- Demonstrated advanced knowledge of Microsoft 365, with advanced skills in Excel.
- Possess high level numeracy and reconciliation skills, with a demonstrated attention to detail and exceptional accuracy with figures
- Be pro-active, have a positive attitude and willingness to learn
- Strong organisational skills and the ability to set priorities within the context of competing demands
- Knowledge of relevant Australian Accounting Standards and knowledge of Australian taxation legislation, particularly in relation to GST, FBT & IAS
- Knowledge of and experience using Greentree software or similar database is preferable
- An appreciation and understanding of the not-for-profit sector.

Mandatory

- Completion of a Criminal History Check and Working with Children Check on commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced.

Expected behaviours for all Anchor staff

- Acts in accordance with Anchor's code of conduct, and is committed to Anchor's vision, purpose, and values
- Acts in accordance with Anchor's health and safety policy and management system, including the Psychosocial Health and Wellbeing framework of Me<>WE<>US
- Values and promotes inclusion and diversity, and is not discriminatory against sex or sexual orientation, colour, race, ethnicity or national origins, age, religious or ethical beliefs, disabilities, political views, illness, marital status, or family responsibilities
- Abides by the Child Safety and Wellbeing Policy and requirements in meeting the Victorian Child Safety Standards, a legislated amendment under the Child Safety Act 2005.
- Demonstrates a customer focus by prioritising the needs and outcomes of staff and clients
- Acts in a manner consistent with Anchor's policies, including social inclusion, equal opportunity, privacy, and confidentiality
- Contributes to a workplace environment which supports peers, develops teamwork and collaboration, and positively contributes to group activities
- Participates in staff meetings, program planning, coaching sessions, professional development sessions and service planning meetings
- Participates in formal supervision processes, probationary and annual performance appraisals
- Contributes to innovation and continuous improvement
- Successfully completes all mandatory training in a timely manner, to support high quality, safe and effective service delivery.

Statement of Commitment to Child Safety and Wellbeing

Anchor has zero tolerance for abuse, neglect, or harm of children. We are committed to the safety and wellbeing of all children participating in our programs and the welfare of children is always our first priority.

We create environments where all children and young people are valued, empowered, and feel safe.

Anchor recognises the history and impact of white settlement upon our First Nations people and ensures the cultural safety of Aboriginal and Torres Strait Islander children. Anchor understands and addresses additional barriers faced by children from culturally and linguistically diverse backgrounds. Anchor acknowledges that children with a disability and LGBTQI+ children have additional vulnerabilities and Anchor responds to their individual needs to ensure their inclusion, empowerment, and wellbeing.

Anchor’s commitment to diversity and inclusion

Anchor is proud to be an equal opportunity employer. We celebrate diversity and are committed to employing a diverse workforce and creating an inclusive environment for all employees.

Employee declaration

I acknowledge that I have read, understood, and accept the duties, responsibilities, and obligations of the above position description. I understand that this position description is a guide and reasonable additional duties may be requested of me during the course of my employment. This position description will be reviewed regularly to maintain its relevancy and meet organisational objectives.

Employee Name	
Employee Signature	
Date	