inTouch

POSITION DESCRIPTION

Position:	Management and Systems Accountant
Reports To:	Head of Finance
Direct Reports:	nil
Status:	Ongoing, full-time or part-time
Location:	East Melbourne / Hybrid

ORGANISATION BACKGROUND

inTouch provides integrated and culturally responsive services to women from migrant and refugee communities experiencing family violence. inTouch works across the family violence continuum, providing culturally informed early intervention, case management, family and migration law assistance, men's behaviour change programs, evidence-based policy and advocacy work, and enhanced capacity-building across the sector and community.

inTouch supports victim-survivors on their long-term recovery journey through economic independence, social connections and resilience, and wellbeing and therapeutic interventions.

These services are informed by an integrated inLanguage, inCulture delivery model and supported by our diverse workforce, which is comprised primarily of people who are migrants and refugees themselves. Our team's unique understanding of culture and the migration journey allows inTouch to deliver expert, specialist case management to our clients in over 20 languages.

Over the past 40 years, inTouch has helped over 20,000 women and we continue to work with our partners to ensure that women, children, and families have every opportunity to thrive to reach their full potential to build happy, healthy and productive lives.

inTouch's 2022-2025 Strategic Plan here.

POSITION SUMMARY

The Management Accountant / Systems Accountant will provide accurate, timely management and financial information. The position will play a key role in supporting the finance department with designing, implementing, and managing financial systems and processes. This position will require a strong understanding of accounting principles and proficiency in using financial software to facilitate accurate and efficient preparation of financial statements and reports.

The person will possess excellent analytical skills, attention to detail, and the ability to work collaboratively in a fast-paced environment.

The role requires the incumbent to have strong financial acumen combined with effective communication and interpersonal skills.

KEY RELATIONSHIPS

Internal

Effective working relationships are required with all inTouch staff.

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External

Effective working relationships required with all key external stakeholders including, the inTouch Board and Finance, Audit and Risk Management Committee, financial institutions, funders, creditors, suppliers, salary packaging company, government, and government agencies.

POSITION ACCOUNTABILITIES

- Responsible for the month end process with reporting, analysis and commentary.
- Develop and maintain financial modelling tools and spreadsheets to support accurate forecasting, budgeting, and financial analysis.
- Design, implement, and monitor financial systems and controls, ensuring compliance with relevant regulations and internal policies.
- Work collaboratively with teams to streamline financial reporting processes and improve data integrity.
- Prepare and analyse financial statements, reports, and performance indicators, providing meaningful insights to support decision-making processes.
- Assist in the preparation of annual budgets, providing recommendations for cost-saving measures and revenue enhancement opportunities.
- Ensure accurate and timely recording of financial transactions and adherence to accounting standards.
- Balance sheet ownership with the timely completion of reconciliations, journal entries and relevant analysis.
- Conduct regular reviews of financial processes and systems, identifying areas for improvement and implementing appropriate solutions.
- Support management in ad-hoc financial analysis and special projects as required.

Other

• Any other duties as required by the Head of Finance from time to time.

EXTENT OF AUTHORITY

All expenditure on behalf of inTouch must be aligned to the Delegations of Authority.

KEY SELECTION CRITERIA

Essential / Desirable:

- Min 5+ years' professional experience in management accounting, financial analysis or systems accountant roles.
- Tertiary qualifications in accounting and/or finance coupled with current CPA / CA.
- Advanced proficiency in financial software applications (e.g. MYOB, Xero), spreadsheet software (e.g., Microsoft Excel), and financial modelling tools.
- In-depth knowledge of accounting principles, regulations, and financial reporting standards for Not-for Profits.
- Strong analytical and problem-solving skills, with the ability to interpret complex financial data and provide actionable insights.
- Excellent organisational and time management skills, with the ability to prioritise and multitask effectively.
- Proactive attitude, demonstrating a willingness to take initiative and drive process improvements.
- Strong written and verbal communication skills, with the ability to clearly present financial information

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to non-financial stakeholders.

- High level of integrity and strong attention to detail to ensure accuracy in financial analysis and reporting.
- Proven ability to engage collaboratively and build strong partnerships with a variety of stakeholders from diverse backgrounds.
- Effective verbal and written communication skills with the ability to translate technical, financial information into laymen's terms.

Personal Attributes

- High ethical standards and alignment to inTouch values, acting with integrity and maintaining confidentially.
- A change agent, with a commitment to continuous improvement and innovation.
- Solutions-focused with a curious mind and a natural problem-solving ability.
- Pro-active and accountable, leading with emotional intelligence and the ability to provide constructive feedback and have challenging discussions to support progress.
- Highly organised, detail oriented and outcomes driven.

SPECIFIC RESTRICTIONS/CONDITIONS

- Incumbent will on occasions and in consultation, be expected to conducted work outsidenormal business hours.
- Must be physically capable to carry out administrative duties, including extended periods of computer use.
- Participate proactively in organisational initiatives.
- Support other team members in periods of high demand and during periods of absence.

CONDITIONS OF EMPLOYMENT

- The terms and conditions for this position, including remuneration and leave entitlements, is based on the inTouch Enterprise Agreement and is negotiable depending on experience.
- Salary packaging and flexible working arrangements may be provided subject inTouch Policy.
- The successful applicant will be required to undergo satisfactory pre-employment checks, including two reference checks, a national criminal records check, working with children check, international police check (if applicable), proof working rights in Australia and any specified qualifications.
- The successful applicant will be required to sign a Confidentially Agreement and Agreement to adhere to the inTouch Code of Conduct.
- The successful applicant will be required to disclose any pre-existing illness or injury that they know about which could be reasonably foreseen to be affected by the work duties described. Pursuant to s.82 (7) of the Accident Compensation Act, failure to disclose such a condition will mean that if employed, they will not be paid compensation for that condition.

PRIVACY NOTIFICATION

The collection and handling of applicants' and the successful appointee's personal information will be consistent with the requirements of the Information Privacy Act 2000.

APPLICATION PROCESS

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To apply, please provide a copy of your current CV and a brief cover letter outlining your interest in working with inTouch in this position, as well as your key skills and experience that align with this role.

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