

POSITION DESCRIPTION

Position:	Accountant
Reports To:	Head of Finance
Direct Reports:	nil
Status:	Full Time (38 hours per week), Fixed Term Contract (3 months) / or Casual
Location:	East Melbourne/Hybrid.

ORGANISATION BACKGROUND

inTouch delivers integrated and culturally responsive services to migrant and refugee women experiencing family violence. We offer a continuum of support, including culturally informed early intervention, case management, family and migration law assistance, men’s behaviour change programs, and evidence-based policy and advocacy work. Additionally, we focus on enhanced capacity-building across the sector.

Our services extend to supporting victim-survivors on their long-term recovery journey, focusing on economic independence, social connections, resilience, and wellbeing through therapeutic interventions. These efforts are bolstered by our *inLanguage*, *inCulture* delivery model and a workforce largely comprised of migrants and refugees, ensuring culturally nuanced, expert support in over 20 languages.

For over 40 years, inTouch has assisted more than 30,000 women and continues collaborating with partners to empower women, children, and families to thrive and achieve their full potential for a fulfilling life.

inTouch’s 2022-2025 Strategic Plan [here](#).

POSITION OVERVIEW

We are seeking a highly skilled and experienced Accountant to join our team at inTouch. As an Accountant, you will play a critical role in ensuring the accuracy and integrity of our financial records through meticulous reconciliations, month-end and year-end processes.

POSITION ACCOUNTABILITIES

- Perform detailed reconciliations of various accounts, ensuring accuracy and timely completion.
- Assist in the month-end closing process, including journal entries, accruals, and account analysis.
- Assist with audit questions.
- Assist to prepare financial reports and summaries for management review, highlighting any discrepancies or variances.
- Collaborate with cross-functional teams to ensure accuracy and completeness of financial data.
- Analyse financial data and recommend process improvements to streamline operations and enhance efficiency.

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- Maintain and update financial records, ensuring compliance with accounting principles and standards.
- Identify and resolve any accounting discrepancies or issues that may arise.
- Communicate effectively with internal stakeholders, providing financial insights and responding to queries in a timely manner.
- Undertake additional tasks as required by Head of Finance to support the overall goals of the organisation.

KEY SELECTION CRITERIA

- 5+ years of experience in accounting or finance roles, preferably with a focus on reconciliations and month-end processes.
- Strong knowledge of accounting principles and standards.
- Proficiency in using accounting software and tools, such as MYOB and Excel.
- Excellent analytical and problem-solving skills with keen attention to detail. Reconciliations should not have rounding issues.
- Ability to work independently and meet tight deadlines.
- Strong communication and interpersonal skills, with the ability to collaborate effectively with cross-functional teams.
- Self-motivated and proactive mindset, continuously seeking ways to improve processes and optimise efficiency.
- Familiarity with virtual collaboration tools and remote work best practices.

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