

POSITION DESCRIPTION

Position:	Accountant
Reports To:	Head of Finance
Direct Reports:	nil
Status:	Full Time
Location:	East Melbourne/Hybrid.
Grade:	SCHADS Level 5+ base based on experience + super + salary packaging + additional weeks leave + annual leave loading 17.5%

ORGANISATION BACKGROUND

inTouch Multicultural Centre Against Family Violence (inTouch) provides person-centered, integrated and culturally responsive family violence services to people from migrant and refugee communities across Victoria. We have assisted over 30,000 women and children experiencing family violence throughout our 40+ years of operation, providing a holistic service that centers the experiences of victim-survivors in everything we do.

inTouch works across the family violence continuum, providing culturally informed early intervention, case management, perpetrator programs, legal advice, crisis recovery and enhanced capacity-building across the sector and community. We are proud to provide high-level leadership and guidance to all levels of government with our evidence-based, victim-survivor informed advocacy and policy work.

Our services include:

- An accredited community legal centre working at the intersection of Family Law and Migration Law
- Learning and development programs for family violence providers and multicultural organisations to build their knowledge and skills when supporting women from refugee and migrant communities
- Case management that encompasses a first-hand understanding of the migration journey and unique cultural barriers women may face when seeking assistance
- Post-recovery initiatives for victim-survivors, focusing on economic independence, social and family connection and emotional wellbeing
- Prevention projects and resource development for migrant and refugee communities
- Programs focusing on trauma and culturally informed perpetrator intervention.

We are a unique and vital service, with specialist expertise working with people of migrant and refugee backgrounds. This is reflected in our workforce, which is comprised primarily of people who are migrants and refugees themselves – the inTouch team is from over 20 different countries and communities globally.

You can view inTouch's 2022-2025 Strategic Plan [here](#).

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POSITION SUMMARY

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.

KEY RELATIONSHIPS

Internal Maintain strong, collaborative relationships with all inTouch staff, including leadership, inTouch Board, NOOR Survivor-Advocates, students and volunteers to support cohesive team dynamics and effective, client-centered, program execution.

External Cultivate and sustain positive relationships with a broad network of stakeholders, including inTouch clients, specialist family violence services, refugee, migrant, and multicultural community organisations, government agencies, academic institutions, and funding partners.

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.
- 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.

PEOPLE MANAGEMENT

NA

DELEGATION OF AUTHORITY

The incumbent is required to operate within inTouch's Delegations of Authority and is responsible for managing budgets, monitoring expenditure, and ensuring the effective and compliant use of financial resources within their area of responsibility. This includes the management, oversight, and compliance of contracts and agreements relevant to their role.

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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.

SPECIFIC RESTRICTIONS/ CONDITIONS

- Incumbent will on occasions and in consultation, be expected to conducted work outside normal business hours.
- Must hold a current Victorian car license
- Must be physically capable to carry out administrative duties, including extended periods of computer use

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and relevant inTouch policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.
- inTouch has a smoke-free workplace policy.

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in day-to-day work in order to meet the organisation's audit, contract and registration obligations.
- Proactively apply specialist knowledge in the review and maintenance of inTouch policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

CONDITIONS OF EMPLOYMENT

- The annual salary for this position is based on the inTouch Employee Union Collective Agreement and is negotiable depending on experience.
- The position will attract five (5) weeks annual leave per annum, pro rata for part-time appointments.
- Salary packaging may be provided subject to the terms of and conditions of the inTouch Salary Packaging Policy.
- Superannuation Scheme is available through HESTA; the provisions of the Superannuation

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Guarantee (Administration) Act 1992 apply.

- The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 referees, a national criminal records check, working with children check, proof of identify and qualifications.
- Signing a Confidentially Agreement is a personnel requirement of inTouch.
- The successful applicant will initially be engaged for a probationary period of six months.
- 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.

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