

## Position Description

<b>Position Title</b>	Accountant
<b>Location</b>	Karuna Hospice Services, 27 Cartwright Street, Windsor QLD.
<b>Department</b>	Corporate Services.
<b>Hours</b>	Full Time 1.0 FTE
<b>Position Purpose</b>	Support all aspects of Karuna's finance and accounting function.
<b>Reports To</b>	Business Finance Manager
<b>Direct Reports</b>	None.

<b>Our Organisation</b>	The Karuna Hospice Service Ltd is a community organisation guided by Buddhist principles, delivering specialised and responsive palliative care.
<b>Our Values</b>	<ul style="list-style-type: none"> <li>• How we think: <b>Humility</b> <i>To delight in providing noble service in an altruistic manner for the benefit of all with whom we connect.</i></li> <li>• How we act: <b>Kindness</b> <i>With a generous spirit we will nurture relationships with grace and empathy.</i></li> <li>• How we relate: <b>Respect</b> <i>We commit to freely offering and affirming the uniqueness of all we encounter.</i></li> <li>• How we find meaning: <b>Courage</b> <i>'Courage is about stretch, it's about realising that something more or different can be done, developing the determination to do it, and then carrying through despite all obstacles'</i> 16 Guidelines for Life.</li> </ul>

### Key Accountabilities and Outcomes

- Preparation of financial reports including Profit & Loss, Balance Sheet and Cashflow Statement in compliance with applicable accounting standards.
- Ensure timely tax lodgements including but not limited to income tax for franking credit refund, Fringe Benefit Tax (FBT) and Business Activity Statements (BAS).
- Manage the preparation and completion of grant acquittal reports including Queensland Health financial reports.
- Manage Accounts Payable (AP), Accounts Receivable (AR) including Donations and Payroll Functions.
- Assist with preparation of audited annual financial statements and the audit process.
- Assist with preparation of budgeting and forecasting processes.
- Design and maintain accounting supporting workpapers in accordance with the applicable accounting standards.

- Maintain and update accounting policies in accordance with the applicable accounting standards.
- Complete balance sheet reconciliation and General Ledger reconciliation
- Assist the management team with any ad-hoc financial analysis.
- Actively monitor and improve internal control processes.
- Maintain and update the AP, AR and Payroll systems.

### Professional Development

- Strive to build on existing skills and capabilities (actively seek opportunities to improve skills and competencies).
- Comply with relevant professional development requirements in order to keep any relevant qualifications current.
- Attend & contribute to organisational training sessions.
- Proactively prepare for the annual review process.
- Proactively and genuinely seek feedback on work performance.
- Record professional development received.

### Selection Criteria

- Tertiary qualification in accounting.
- Progress towards a CPA Program (desirable)
- Minimum of 3 years' experience in preparing Financial Reports, including Profit & Loss Statements, Balance Sheets and Cash Flow Statements.
- Demonstrated experience in establishing accounting policies that comply with relevant accounting standards.
- Sound understanding of FBT and GST.
- Strong payroll experience, with the ability to interpret and apply awards and Enterprise Bargaining Agreements (EBAs).
- Demonstrated experience in managing AP and AR.
- Advanced proficiency in Microsoft office, particularly Excel and Word.
- Proven experience with accounting systems, preferably MYOB.
- High attention to detail and accuracy.
- Exceptional collaboration, communication and interpersonal skills.
- Excellent time management, problem-solving ability and analytical skills.
- Possession of current Class C Queensland Drivers Licence.

Signature: .....  
**(Employee)**

Date: .....

Signature: .....  
**(Manager)**

Date: .....