

rebuilding lives

huttST
CENTRE

A work of the Daughters of Charity



Position description	
Position title:	Assistant Accountant
Business unit/Department:	Business Services
Type of employment:	<input type="checkbox"/> Full-time
Effective date:	
Remuneration:	SACS Level 4
Probationary period:	
Responsibilities	
Your Purpose:	You will provide assistance and support to the Business and Finance Manager across a range of accounting practices.
Our Purpose:	Hutt St Centre's purpose is to help end homelessness for every person who walks through our doors. We offer a place of choice, opportunity and change, helping people facing homelessness to rebuild their lives, with care and without judgement.

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Duties:	<ul style="list-style-type: none">• Examining bank statements and reconciling them with general ledger entries• Keeping an eye on incoming payments from accounts receivable and outgoing payments from accounts payable• Creating company financial reports with the above information included• Analysing data collected in order to determine the state of the company's financial health• Assist with Internal Control Compliance• Examining the proficiency of the software programs used to organise data• Generating financial reports that display the company's profits, equity and cash flow• Assist in the preparation of a variety of financial reports for internal and external key stakeholders • Assist with the preparation and monitoring of budgets • Assist with the timely payroll and accounting functions including general ledger reconciliations and bank reconciliations, and review accuracy of data entry and bookkeeping. • Assist with the preparation of, and compilation of GST, BAS, PAYG and FBT statements and returns ensuring documentation conforms to regulatory and legal requirements.• Assist with the provision of the treasury function of the organisation including cash flow reporting, forecasting, managing bank and cash balances to ensure best return of investments • Assist with the record term deposits and managed investments to ensure the best return and provide regular reports to the Investment Committee
Reporting relationships:	Business and Finance Manager

Qualifications	
Education/Qualifications	Bachelor Degree majoring in Accounting
Knowledge and skills	

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Essential knowledge, skills, experience	<ul style="list-style-type: none">• Excel, Microsoft Word and Outlook• MYOB• Ability to handle information confidentiality• High level written and verbal communication skills• Attention to detail
Desirable knowledge, skills and experience	<ul style="list-style-type: none">• Some previous Accounting work experience would be desirable but not essential