

POSITION DESCRIPTION

POSITION TITLE:	Management and Data Accountant
ORGANISATION DIVISION:	Corporate Services
EMPLOYMENT TYPE:	Full Time
WORK LOCATION:	Carlton
RESPONSIBLE TO:	Finance Manager
OTHER BENEFITS:	Salary Packaging
DATE LAST REVIEW:	November 2021
APPROVED BY:	Director of Corporate Services

1. THE AUSTRALIAN COLLEGE OF OPTOMETRY

The Australian College of Optometry (ACO) strives to preserve sight and prevent blindness. The ACO leads clinical best practice and educates the profession; delivers public health eye for those most in need; teaches optometry students; supervises research and higher degrees; and undertakes research in the National Vision Research Institute of Australia to improve understanding of vision and the diseases and disorders that impact on vision.

Through its Clinical Services Division it provides optometry care at nominal cost for persons on low income and provides specialist optometry services. It also supports the provision of optometry services in rural Victoria through the Victorian Eyecare Service and operates outreach optometry services in metropolitan Melbourne for aged and disadvantaged persons.

2. POSITION SUMMARY

The ACO is currently undergoing a significant period of development and the building blocks have been laid to enable the organisation to further achieve its full potential and continue to deliver on its rolling 2018–2022 Strategic Plan. This Strategic Plan includes an outward facing Vision “To achieve world-leading eye health outcomes for all”, a refreshed Mission and Values and a roadmap which includes expanding our reach to enable those most vulnerable and disadvantaged to have access to affordable and accessible eye care across Australia.

Reporting directly to the ACO’s Finance Manager and working closely in partnership with the Business Development & Risk Manager and Director Finance & Corporate Services, the incumbent will be expected to play a proactive role in the development and implementation of robust data and reporting analysis and processes for the ACO.

3. KEY RESPONSIBILITIES

The key responsibilities include:

- Support the Finance Manager and business managers to provide management reporting along with month end support needs;
- Identify opportunities to further strengthen the current reporting processes, ensuring that robust processes for the integration through the organisation's BI tool of all aspects of financial planning, financial and performance reporting are established and that information is presented in a format that can be easily understood by users from all backgrounds and that is readily accessible to managers; including but not limited to:
 - budget and forecasting reports;
 - staff resource plans and reports;
 - operational performance reports;
 - capital reports;
 - cashflow reports;
 - trust funds reports; and
 - business case and pricing strategy.
- Support the Finance Manager to monitor, analyse and report on financial performance within agreed timeframes, including providing support to business managers in the preparation of budgets, forecasts and in understanding financial performance against these targets;
- Support the Finance Manager to monitor, analyse and report on performance against KPI's (detailed operational KPIs and KPI reports to the Council and/or Committees) within agreed timeframes;
- Support the Finance Manager in planning and implementing the annual budget setting process, working closely with business managers to support them in the development of their budgets;
- Support the Finance Manager, operational staff and those tasked with procurement to identify and implement opportunities for greater efficiency and productivity across the organization;
- Take the role of data integration lead for all major process improvement initiatives including the use of the BI tool that are aimed at improving the efficiency and effectiveness of the ACO and support the Finance Manager in relation to projects that are aimed at enhancing the overall financial control environment and reporting;
- Develop and maintain strong relationships with other managers to ensure both the operational and financial aspects of each division are understood by all parties;
- Develop, distribute and provide training and tools to assist Managers to accurately record project costs, process changes and monitor budgets;
- Prepare post project reporting analysis including budget performance, lessons learnt and recommendations for similar projects in the future;
- Provide support to pricing of potential new projects/processes as part of the business case;
- Respond to ad hoc requests for information as directed by finance manager; and
- Provide commercial advice to business managers as requested, including short-term and long-range planning.

4. JOB COMPLEXITY, SKILLS AND KNOWLEDGE

The Management and Data Accountant needs to have experience in a broad ranging Management Accounting or Financial Analysis or project implementation and possess flexibility and strong multi-tasking skills, a structured and analytical approach to reporting and business analysis, together with:

- Advanced Excel/Word skills and database management;
- Advanced analytical and problem-solving abilities;
- Experience using the Workday Adaptive Bi tool or similar;
- Diligence and a high degree of accuracy;
- Tertiary qualification in accounting or data – CA/CPA qualified or working towards a post graduate qualification (highly valued);
- Strong financial analysis skills including financial modelling and forecasting skills;
- Pricing, Management, and Project accounting experience; and
- Developed and demonstrated commercial acumen.

Excellent stakeholder management, communication, report writing and presentation skills are required. Be flexible, adaptable, and proactive in finding solutions to any challenges presented.

4.1 Level of Supervision/Independence

Work will be carried out under a medium level of supervision. Direction is provided on tasks to be undertaken with an opportunity to identify areas for improvement. Must be able to work independently and is expected to take responsibility for outcomes.

4.2 Problem Solving and Judgement

Expected to have problem solving skills and sound professional judgment. Some activities involve routine work but must have abilities to make good judgement to solve problems and prioritise work.

4.3 Professional and Organisational Knowledge

Duties may and will involve procedures that require knowledge, which impacts on other areas within the ACO.

4.4 Resource Management

Equipment, workstations and all daily resources are to be maintained and managed efficiently.

4.5 Breadth of the Position

This position requires a good level of communication with other staff across all levels.

5. OCCUPATIONAL HEALTH AND SAFETY AND ENVIRONMENTAL HEALTH AND SAFETY RESPONSIBILITIES

All ACO staff are responsible for the following safe work procedures and instructions in accordance with OHS and EHS legislation:

- Complying with OHS and EHS policies and procedures manuals
- Taking responsible care for the health and safety of self and others
- Ensuring that any hazardous conditions, near misses and injuries are reported immediately to a supervisor

- Seeking guidance for all new or modified work procedures
- Participating in meetings, training and other health and safety activities
- Wearing personal protective equipment as provided
- Using equipment in compliance with relevant guidelines, without wilful interference or misuse
- Adopting work practices that support OHS programs

Organisational Relationships

Reports to: Finance Manager

Supervises: No direct reports

Internal Liaisons: Chief Executive Officer
 Director Finance and Corporate Services
 Director of Clinical Services
 Director of Education, Membership and Marketing
 Director National Vision Research Institute
 All Managers
 Council members and Committees
 All staff

External Liaisons: Stakeholders

OTHER RELEVANT INFORMATION

Employment Screening

The ACO employs staff who come into contact with children, elderly and vulnerable people. We are committed to protecting and not placing at unreasonable risk vulnerable people, members of the communities we serve and our employees.

Employment for all positions is conditional on a satisfactory National Police Check which specifies working with 'children/vulnerable groups'. Police checks must be renewed every three years.

International Police Checks are required from prospective employees who have worked overseas for 12 months or more in the last 10 years.

Working with Children Checks are required for some positions as determined by the ACO. Working with Children checks must be renewed every five years.

Pre-employment Medical Check

For specific positions where there are particular physical demands a pre-employment medical check with your Medical Practitioner would be required.

Privacy Notification

We collect this personal information for the purpose of processing and considering your application for employment and its use is consistent with requirements of the Information Privacy Act 2000. All unsuccessful applications are retained for six months then securely destroyed.

The Australian College of Optometry is an equal opportunity employer.

With clients from highly diverse cultural and social groups, we welcome applications from people with the widest possible diversity of background, culture and experience including indigenous Australians.