

<b>JOB TITLE:</b>	<b>Finance Accountant</b>
<b>DEPARTMENT:</b>	<b>Finance</b>
<b>JOB HOLDER:</b>	<b>Vacant</b>
<b>REPORTS TO (JOB TITLE):</b>	<b>Finance Accounting Manager</b>

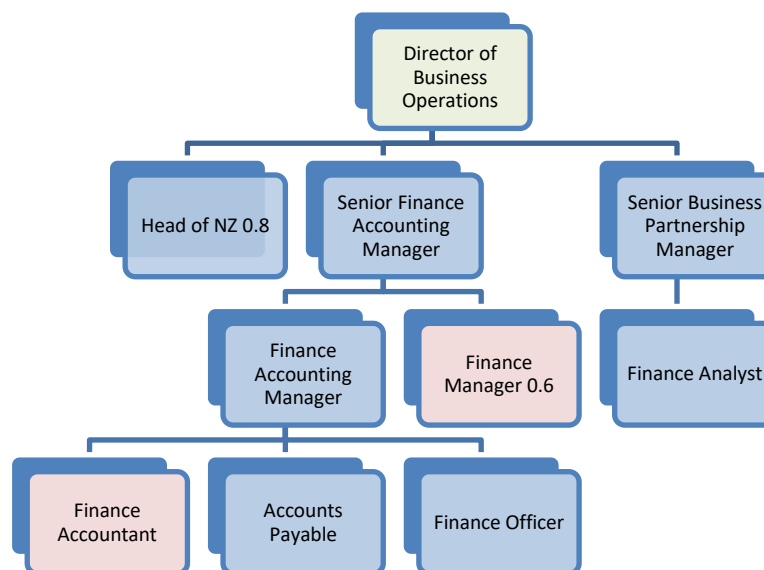
### **JOB PURPOSE**

The Financial Accountant is responsible for ensuring the accuracy and integrity of financial transactions that are maintained in the MSFA and MSFNZ finance system, performing month-end balance sheet reconciliations and journals to support timely and accurate financial reporting and compliance.

### **DIMENSIONS**

Working within the financial accounting function, reporting into the Accounting Manager, for both MSF Australia and MSF New Zealand, working with auditors, international colleagues and MSFA staff to deliver compliant and accurate financial information with a consolidated annual revenue of over \$120m.

### **ORGANISATIONAL STRUCTURE**



### **CONTEXT**

This role will be responsible for managing core month end processes and will provide back up for managing accounts payable, payroll and other core functions.

### **ACCOUNTABILITIES**

#### **Month End**

- **Journals:** Complete journals into Netsuite to enable efficient completion of month end such as core allocations, depreciation, income (from CRM), payroll (with information from outsourced payroll provider). Seek ways to make this as efficient and timely as possible – posting pre-month end where possible.

- **Reconciliations:** Perform reconciliations for all general ledger accounts including payroll, AP and other payables, monthly, to ensure completion of month end in a timely way, and ensure any discrepancies are resolved.
- Proactively **propose and book necessary month-end journal entries** to ensure accuracy, completeness, and compliance with accounting standards.
- Regular **reconciliation of Netsuite and Salesforce** revenue figures to ensure accurate reporting.
- **Detailed monthly review of P&L to ensure accurate coding**
- **BAS:** Preparation of the Business Activity Statement and related supporting reports (monthly) for MSFA and GST (bi-annually) for MSFNZ, ensuring compliance with tax regulations and internal policies in a timely manner.
- **In Kind:** Management of Donations-in-Kind Register and supporting documentation – quarterly.
- Complete any other accounting tasks including consolidation entries as required for month end.

### International

- Preparation of the six-monthly tariff review.
- Assist FAM with the MSF Australia and NZ Sales Ledger/Netting Schedule including maintenance and update of Coupa TM5
- Assist SFAM with tasks necessary for the international accounts for MSF Australia and MSF New Zealand, along with all preparatory documentation for the audit process
- Preparation of the pre-reconciliation and year end reconciliations for the international office (IO).

### Back Up

- Assist the Accounts Payable Officer and Finance Officer where required in the:
  - Processing of invoices, payments, credit cards and expenses, and vendor management
  - Provide back up to payroll support and information to provide to the Payroll outsourced provider
  - Reconciling of banks for MSFA and MSFNZ

### Year End and Audits

- Assist the auditors, and prepare relevant documentation, with the interim and annual audit

### Systems, Platforms and Gateways

- Maintaining current knowledge of ERP Netsuite
- Maintain access and knowledge of banking platforms as the administrator
- Maintain access and knowledge of payment gateways (Stripe, Flo 2 Cash, Raisely, Payfurl)
- Maintain access and knowledge of Coupa TM5 International system
- Maintain access and knowledge of SAP International system

### Documentation, Process Improvements and Training

- Contribute to the continual updating of the Finance Procedures Manual to ensure it is accurate
- Continually review financial and business processes and systems, improving and streamlining where necessary to ensure optimal business performance
- Specifically identify where processes can be automated, and assist in implementing automation where relevant
- Training and Guidance: Offering training and support to staff regarding finance procedures and policies

### Relationships

- Working with internal departments and liaising with Head of Department's for month end bank reconciliations and accounts payable.
- Liaise with international colleagues to ensure movement wide accurate and efficient financial information
- Liaising with Finance Officers, Fundraising and Supporter Relations team for month end processes.

### Compliance

- Ensure adherence to MSF financial guidelines and policies
- Ensure all mandatory Australia and New Zealand reporting requirements to government departments/agencies are met
- GST compliance monitoring/review
- Research and propose solutions for ad hoc compliance issues as they arise, e.g.: GST compliance

### **KEY PERFORMANCE INDICATORS**

- Month end completed and closed within agreed timeframe
- BAS and GST (MSNFZ) submitted accurately and in a timely manner.
- No new audit points raised in Audit management letter
- New and efficient ways of processing invoices and month end explored and rolled out

### **CHALLENGE & CREATIVITY / DECISION-MAKING**

- **Technology & Process Efficiency** – Adapting to new financial systems and automation tools to enhance efficacy of delivery of financial accounting practices.
- **Financial Reporting Accuracy:** Ensuring the accuracy and integrity of financial statements is a critical challenge. The Financial Accountant must decide on the appropriate accounting methods and ensure compliance with accounting standards and regulations.
- **Regulatory Compliance:** Staying compliant with financial regulations and tax laws is essential. The Financial Accountant must keep abreast of changes in regulations and decide on how to implement necessary adjustments in the organization's financial practices.
- **Internal Controls:** Implementing and maintaining effective internal controls to prevent fraud and ensure the accuracy of financial data is a key challenge.

### **KNOWLEDGE, SKILLS & EXPERIENCE**

- **Educational Background:** A bachelor's degree in accounting, finance, business administration, or a related field is typically required.
- **Experience:** At least 3 years of experience in a financial accounting role. Experience in financial reporting and compliance is essential.
- **Knowledge:** Strong understanding of accounting principles, financial reporting standards, and financial regulations. Familiarity with tax regulations and compliance requirements.
- **Attention to Detail:** Meticulous in financial activities.
- **Technical Skills:** Excellent proficiency in Microsoft Excel, financial reporting tools and enterprise resource planning (ERP) systems (eg Adaptive, Netsuite, SAP, Preceda, Elmo)
- **Experience in collaborating with cross-functional teams** to drive financial efficiency.
- **Strong interpersonal and communication skills** with excellent written and verbal communication and a business partnering demeanour

### **COMPETENCIES**

- **Integrity:** Demonstrates a strong commitment to ethical practices and accuracy in financial reporting.
- **Attention to Detail:** Ensures precision in financial data and reporting.
- **Analytical Thinking:** Uses data and analysis to inform decision-making and provide strategic insights.
- **Collaboration:** Works effectively with other departments and team members to ensure accurate financial reporting and compliance.
- **Adaptability:** Able to adjust to changes in financial regulations and organizational needs.