



Queensland Aboriginal and Islander Health Council (QAIHC)					
Accountant					
Classification	Staff	Employment	Permanent / Full Time	Reporting to	Finance Manager
Salary	\$78,030 + superannuation	Benefits	Attractive health promotion charity salary packaging	Staff	No
Location	Brisbane	Contact	applications@qaihc.com.au	Closing Date	Midnight, Sunday 24 th November 2019

The Opportunity

The Queensland Aboriginal and Islander Health Council (QAIHC) is offering an opportunity to join a leadership organisation; in a position where you will work in an inspiring and positive environment to provide sector support, resources and training that will contribute to better Aboriginal and Torres Strait Islander health outcomes.

Organisation Overview

QAIHC is a non-partisan peak organisation representing all Aboriginal and Torres Strait Islander Community Controlled Health Organisations (ATSICCHOs) across Queensland at both state and national level. Our members deliver comprehensive and culturally appropriate, world class primary health care services to their communities.

QAIHC was established in 1990. Our vision is the elimination of disparities in health and well-being experienced by Aboriginal and Torres Strait Islander peoples in Queensland. QAIHC contributes to this vision by leading the development of the Aboriginal and Torres Strait Islander Community Controlled Health Sector in Queensland through evidence based, practical public policy solutions.

QAIHC has four key business divisions:

- Sector Development;
- Policy and Research;
- Corporate Services; and
- Commercial.

Policy and Research Division Overview

The Policy and Research business division of QAIHC is responsible for developing high quality public policy, submissions and publications that influence change. Our four policy focus areas (primary health care, health service systems, health funding and health workforce) cover the risks and opportunities that impact on the Aboriginal and Torres Strait Islander Community Controlled Health Sector in Queensland.

This division of QAIHC is also responsible for ensuring that health service leaders in Queensland have an opportunity to contribute directly to the development of public policy and for establishing quality, long term relationships with external partners who want to contribute to the work QAIHC undertakes.

Sector Development Division Overview

The Sector Development business division of QAIHC works closely with the sector to lead and build the organisational capacity and capability of our members. Our four sector development focus areas cover the risks and opportunities that impact on the Aboriginal and Torres Strait Islander Community Controlled Health Sector in Queensland. We develop the sector through leadership development, education, workforce planning, a Continuous Quality Improvement framework (quality standards and quality management) and through the promotion of a socially equitable funding model and system.

Corporate Services Overview

The Corporate Services business division of QAIHC provides high level entity-wide administrative and operational support to all of QAIHC. This support includes financial, facility and information and communication technology (ICT) systems and process management. The Corporate Services business division is responsible for human resource support services, procurement and the marketing and communication functions of QAIHC.

Commercial Overview

The Commercial Services business division of QAIHC consists of the Business Quality Centre (BQC). This entity is the commercial business area of QAIHC. It provides fee-for-service professional financial, human resources and information and communication technology services to a wide range of external customers.

Position Overview

As the Accountant, you will be responsible for processing the day-to-day requirements of the finance team. Reporting to the Finance Manager, you will be responsible for undertaking work for QAIHC and our clients to achieve their business and finance goals in conjunction with maintaining legal and taxation compliance. You will be required to achieve high standards of work and productivity.

The key objective of the role will be to liaise with internal and external clients and other stakeholders in processing end of month financial reporting, reconciliations, processing journals, cash flow management, preparing profit and loss statements, assisting with annual audit processing, and statutory reporting. Alongside financial reporting, preparation of GST, FBT, financial acquittals, payroll, and review of the accounts payable and receivable functions will form a part of this broad position.

Key Responsibilities

- Process a portfolio of clients and maintain strong client relationships;
- Collaboration with the general accounting team to ensure work output;
- Ensure technically a high quality of work;
- Timely processing of all month end accounting and statutory reporting;
- Improve and develop system reporting processes;
- Maintain client compliance with funding agreements and taxation requirements;
- Process forecasting, budgeting, analysis and interpretation of financial information;
- Assist with the client's external audit process;
- Support service delivery as per the client service agreements;
- Occasional travel required.

What we are looking for

We will assess your merit for this role by looking at your competencies, skills, and experience. In particular, we will be assessing you on the following:

Competencies

- A strong communicator and team player;
- Highly technically capable;
- Ability to work independently;
- Judgement and decision making;
- Ability to add value for all stakeholders by financial acumen application and attention to detail.

(Pre-requisite) Skills & Experience

- Experience in an accounting practice and ideally some exposure to a commercial environment and client facing role;
- Degree qualified in Accounting, Business or similar;
- Recently completed CA/CPA or studying toward it;
- Experience in financial and statutory reporting;
- Strong communication skills, highly organised, with a high standard of accuracy;
- Experience with an ERP and MYOB required;
- Microsoft Dynamics experience highly desirable;
- Ability to work with Aboriginal and Torres Strait Islander communities and their leaders, respecting traditional culture, values and ways of doing business;
- Demonstrated ability to work in a team and develop networks;
- Exceptional relationship skills and an ability to engage with a broad range of stakeholders;
- **Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply.**

Additional information

- A probationary period of six (6) months will apply to appointees.
- Referee checking will be undertaken and other pre-employment checks may occur prior to any offer of employment.
- Criminal history checks will be undertaken on the preferred applicant(s). A criminal conviction or charge will not automatically exclude an applicant from consideration for appointment. If information is received that may exclude you from further consideration, you will be given an opportunity to respond and your response will be taken into account in the evaluation process.
- The recommended applicant will be required to disclose any serious disciplinary action taken against them.
- Applications will remain current for a period of 12 months after the closing date for receipt of applications for the original vacancy.

Interested in applying?

Roles at QAIHC are based on merit. To enable us to assess your merit, you should apply via email at applications@qaihc.com.au

- Include your current resume, including the name and contact details of two (2) referees with a thorough knowledge of your conduct and performance over the last two (2) years. One referee must be your current or most recent supervisor.

- Provide a short statement (of no more than two (2) pages) addressing how you fit '**What we are looking for**'. This must address the following;
 - Competencies;
 - (Pre-requisite) skills and experience;
 - A statement outlining your motivation to join us.

Closing date

Applications close on midnight, Sunday 24th November 2019