

Angus Society of Australia

86 Glen Innes Road, Armidale, NSW, 2350
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Telephone: (02) 6772 3011 Fax: (02) 6772 3095
Email: office@angusaustralia.com.au
Website: www.angusaustralia.com.au
A company Limited by Guarantee
ABN 56 000 574 210



POSITION DESCRIPTION – ACCOUNTANT

Reports to	Chief Executive Officer
Location	Armidale NSW
Base Package	Base salary - negotiable based on experience, plus superannuation at current government prescribed level.
Role	<p>Provide financial control, accounting and bookkeeping services to the Society, with assistance from the Society's external auditor/accountant for specialist accounting advice. Entities to be serviced include:</p> <ul style="list-style-type: none">• The Angus Society of Australia• Angus Youth Roundup• Angus Australia State Committees• Angus Australia Foundation• Angus Australasia Pty Ltd

Supervises

Accounts Officer – Subsidiaries (Part-Time)
Accounts Officer – Accounts Payable (Part Time)
Accounts Officer – Accounts Receivable (Part Time)

Duties and Responsibilities – Accountant

1. Develop and maintain processes, procedures, filing systems and computer systems which match the requirements of the Society's Regulations and policies for financial management.
2. Develop and maintain a quality assurance system for financial processing and information management which is consistent with that required by the Society's auditor.
3. Ensure the financial services provided are efficient, effective with minimal impact on members.
4. Provide debtor and creditor accounting services for all Society transactions and debt collection processes.

5. Provide surplus funds and asset investment advice and services.
6. Provide monthly financial reports including balance sheet, profit & loss, debt collectability, investments and donor company projects.
7. Monthly reconciliation of bank accounts and investment accounts.
8. Maintain appropriate insurance cover including Directors & Officers Liability, Public Liability, Asset and Workers Compensation.
9. Produce statutory lodgments for ASIC statutory changes (e.g. directors). Reconcile GST and lodge business activity statements.
10. Assist with development of grant fund applications and provide the resultant invoicing for those funds.
11. Prepare annual budgets in consultation with CEO and program managers.
12. Provide the auditor with any assistance required in conducting end of financial year audits.
13. Prepare the Society's financial statements for input to the Annual Report.
14. Liaise with TABS, Agricultural Business Research Institute (ABRI) and other software suppliers to provide the Society's financial management systems.
15. Reconciliation of staff credit cards and expenses.
16. Provide financial bookkeeping services to the Society's subsidiary and associated companies as required.
17. Work as a team member with other Society staff, consultants and members.
18. Assist with other duties as required.

TO APPLY

Please send your CV and Cover letter addressing About You, to Human Resources:
kathryn.duddy@angusaustralia.com.au.

Please note applications that DO NOT address the selection criteria will not be considered. Applications close 5pm Thursday 6th April or when a suitable applicant is found.

For further information contact Kathryn Duddy (Human Resources Manager) 0447 332 202 or email kathryn.duddy@angusaustralia.com.au