Job Description Form

Section 1 – Position Identification

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<th>Senior Accounts Officer</th>
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Section 2 – Position Relationships

Responsible to

Chief Financial Officer (CFO)

Finance Manager (FM)

Other positions reporting directly to positions below

Payroll Officer (Accountant Payroll)

Accounts Receivable Officers x 2

Nil

This position

Senior Accounts Officer (SAO)

Section 3 - Key Responsibilities

The Senior Accounts Officer will, under the direction of the Finance Manager, provide essential financial reporting and accounting / clerical services to the Institute, and assist with backing up the Finance Manager role in times of absence or illness.

Key responsibilities include Accounts Payable, Fixed Asset accounting and maintenance, General Ledger journals and reconciliations, Credit Card expense reconciliations, Banking, and assistance with monthly and annual Financial Reporting and auditor liaison.

Section 4 – Statement of Duties and Selection Criteria

1.0 Statement of Duties

AP and Vendor management

1.1 Promptly and accurately code, process and pay supplier invoices, credit notes & expense claims to comply with tight monthly AP processing deadlines.

1.2 Manage invoice flow to and from business units for appropriate approval / authorisation.

1.3 Develop and maintain courteous professional relationships with internal “customers”, colleagues and external parties.

1.4 Follow up any vendor management issues and queries and resolve disputes in a timely manner whilst effectively coordinating with vendors and internal staff.
1.5 Regularly reconcile vendors’ monthly statements to the accounts payable system, investigate and resolve variances and clear all unusual balances such as debit balances on a consistent and accurate basis.

1.6 Ensure the integrity of data and verify that transactions comply with LEI’s financial policies, procedures, approval processes, and authority levels.

1.7 Maintain vendor master files and supplier agreement files in an orderly and efficient manner

1.8 Promptly and accurately file invoices, supplier contracts, credit applications and other relevant documents

1.9 Prepare vendor credit application forms for authorisation by the CFO, in communication and consultation with the vendors and relevant LEI staff

1.10 Prepare recoup invoices for (non-salary) expenses incurred where they are to be recovered from third parties

1.11 Reimburse petty cash floats for relevant departments on a timely basis

1.12 Carry out any other appropriate duties related to efficient vendor management in a professional manner

**Fixed Asset Accounting**

1.13 Maintain records of Capital Expenditure Requests (“CER”) with relevant supporting documents in an orderly manner and ensure all CERs are being properly authorised according to LEI’s approval policy

1.14 Manage and reconcile Capital Work-in-Progress records in a consistent and orderly manner to meet monthly reporting deadlines

1.15 Process Capital Expenditure Acquisitions to the Fixed Asset module of the accounting software in a timely manner, including coding with the accurate asset identity

1.16 Process Capital Asset Disposals in a timely manner and make sure the disposals have been properly authorised

1.17 Process periodic depreciation in an orderly and timely manner

1.18 Run appropriate asset reports to ensure the relevant key figures in the subsidiary asset ledger are being reconciled with the relevant GL control accounts and provide the necessary information to the Finance Manager in a timely manner

1.19 Maintain comprehensive asset records with all complete documentation and reports for all periodic asset transactions

1.20 Manage other matters relating to assets and asset accounting including the communication with LEI staff and vendors in a professional manner to capture relevant information

1.21 Actively undertake projects to verify LEI assets from time to time in a responsible and professional manner communicating effectively with relevant staff and managers to achieve the desired outcomes in a timely manner

1.22 Accurately document UWA research assets acquired and submit information to UWA staff as required, including communicating with and assisting the relevant staff of UWA and LEI in the verification processes

**General Ledger Journals, Reconciliations and Audit Schedules**

1.23 Prepare regular reconciliations of GL control accounts and other GL accounts as required by the Finance Manager (such as accruals and prepayments) to meet monthly deadlines.

1.24 Provide active support and assistance to the Finance Manager in completing audit and financial analyses and preparing associated documents, spread sheets or supporting information

1.25 Complete manual or electronic audit documents or analyses as required with support documents and prepare spread sheets required by auditors under the direction of the Finance Manager as a part of the year end process

1.26 Process GL journals as required by and under the direction of the Finance Manager

1.27 Liaise with and provide information to the auditors as required under the supervision of the Finance Manager

1.28 Assist the Finance Manager with preparation of the BAS.

**Credit Card Expense Administration**

1.29 Regularly follow up all LEI Credit card holders for the tax invoices/payment receipts,

1.30 Reconcile credit card statements and credit card control accounts in the GL
1.31 Code and process credit card expenses to the accounting system

**Financial reporting**
1.32 Update the Prophix corporate performance management database following completion of month end processes
1.33 Assist the Finance Manager with monthly financial reporting using Prophix, Crystal Reports or dynamic Excel report generation as required
1.34 Provide backup and assistance to the Finance Manager for Prophix administration including report design and financial modelling
1.35 Assist with the accounting for, administration of and communication related to LEI’s Lions Club, including with minor fundraising activities

**Record Management**
1.1 Actively support the CFO and Finance Manager in efficient and effective Record Management, including involvement in the scanning of all accounting documents, the filing of physical and electronic documents, and document archiving and disposal.
1.2 Maintain security and confidentiality of all financial records and identify and implement improvements to the current system to increase efficient operations
1.3 Maintain Archive register in an orderly and timely manner

**Other Duties**
1.4 Securely handle and store cash.
1.5 Undertake banking of cash and cheques (at least 2 days a week)
1.6 Sort incoming Finance and Admin mail
1.7 Order and maintain stationery for the Perkins building staff
1.8 Provide other accounting and administrative support to the Finance Manager and CFO as and when required
1.9 General office duties such as filing, scanning, emailing, faxing and photocopying
1.10 Other duties as and when required

2.0 **SELECTION CRITERIA**

**Essential**
2.1 High intelligence with the willingness and ability to learn quickly
2.2 Adaptable, positive and highly enthusiastic personality with strong work ethic
2.3 Demonstrated knowledge of and experience in of basic financial accounting practices and procedures including the transaction data flow from subsidiary ledgers to General Ledger and financial reports
2.4 Sound understanding of GST regulations and BAS preparation
2.5 Demonstrated computer skills with Microsoft Excel and Word at minimum intermediate level, internet, database, email and other office suit components
2.6 Hands-on knowledge of accounting ERP software and experience in at least one mid-tier or large accounting package such as AccPac, Pronto, SAP etc.
2.7 Sound written and verbal communication skills
2.8 Sound organisation skills and ability to meet deadlines (especially at month end and year end) and self-manage high volumes of work
2.9 Demonstrated ability to work accurately with extensive attention to detail
2.10 Ability to work independently and productively as part of a multi-cultural team with positive, mature and professional attitudes

**Desirable**
2.11 Experience in the health care sector and/or non-profit sector
2.12 Accounting diploma or degree with minimum 5-7 years relevant work experience
2.13 Advanced Excel skills
2.14 Experience in databases and database query and report design.

3.0 **MISSION AND VALUES**
3.1 Commitment to the philosophy and values of the Lions Eye Institute
3.2 Integration of values into everyday working decisions
3.3 Perform duties in accordance with Institute’s policies and procedure relating to the specific role

4.0 CONDITIONS OF EMPLOYMENT

4.1 Individual Employment contracts
4.2 Standard working hours on Monday to Friday 7.5 hours per day from 8.30am with reasonable additional hours if required

POSITION APPROVALS
Department Head/Manager
Chitral Jayasinghe (Finance Manager)
Signature
Date: