
FINANCE AND SYSTEMS ACCOUNTANT

SEPTEMBER 2024

orygen

POSITION SUMMARY

Location:	Parkville		
Functional area:	Finance		
Classification/ Salary:	\$100,000 - \$110,000 commensurate with skills and experience + 11.5% super + access to \$15,900 NFP salary packaging + meals allowance		
Job level:	3		
Reports to:	Financial Controller, indirect reporting line to Head of Financial Planning and Analysis		
Employment type:	Full time		
Employment length:	Permanent, subject to funding		
Direct reports	None	Indirect reports	None

POSITION PURPOSE STATEMENT

The Finance and Systems Accountant will drive system maintenance and improvement for the finance teams technology platforms, act as the business partner for some areas of the business, and support the financial accounting function. Financial accounting function support includes preparing the ledger for reporting at end of month, assisting in the development and delivery of financial statements and other compliance returns, and carrying out transactional accounting and finance project work as required.

As a finance team member, the Financial and Systems Accountant will bring strong communication skills and a willingness to assist our clients, stakeholders, and fellow team members; including filling in for staff, and being flexible in the work and the prioritisation of work on any given day.

About Finance

The Finance Team at Orygen currently provides services and support for circa 400 staff across six locations. The team ensures that the organisation runs efficiently and meets its financial obligations in a timely manner. Work areas include Accounts Payable & Receivable, Budgeting, Payroll, Compliance and Reporting.

REVOLUTION IN MIND

POSITION FOCUS

	Key responsibility area	Percentage
1	Systems Administration	35%
2	Business Partnering	25%
3	Financial Accounting	25%
4	Transactional Accounting	15%

POSITION KEY RESPONSIBILITY AREAS

1. Systems Administration

- Support new financial systems implementations, upgrades and optimisation to ensure alignment with strategic objectives
- Administer and maintain Dynamic 365 Business Central, Continia, and MAGIQ, including;
 - User Setup,
 - Permission Management,
 - Workflow Setup,
 - Delegations of Authority (DoA), and
 - Ensuring robust and secure operation of these systems
- Administer and maintain Chart of Account and reporting trees hierarchy (Orygen and CYMH) across Orygen finance systems
- Assist with management of Orygen Finance intranet, ensuring finance contacts, guides and procedures are up to date
- Support data validation processes and CYMH data upload to MAGIQ, ensuring accuracy and integrity of financial data within Orygen systems
- Develop, Maintain and support system adjacent processes and resources, including;
 - Participant Payment Forms (Excel – VBA)
 - Allied Health Practitioner model (Excel – Power Query)
- Development and maintenance of any associated policies and procedures, including their implementation
- Support the completion of extended audit assurance opinions, ensuring finalisation within agreed timeframes, where required
- Maintain and improve Orygen’s control environment. This may include:
 - Performing internal reviews/audits.
 - Implementing recommendations from internal and external reviews.
 - Support in training system users
- Promote continuous improvement and automation of financial systems, processes and procedures creating efficiencies, optimising performance and promote business decision making. This includes, but is not limited to, participant payment processes and forms

2. Business Partnering

- Provide professional, business-focussed business partnering services to designated groups
- Work closely with Orygen's internal stakeholders to provide budget/forecast development & tracking, management reporting & analysis, and sound financial advice to all levels of management within the designated group
- Identify issues and challenges and work with the business to develop initiatives, process improvements and solutions to support meeting these
- Establish, maintain and grow connections across the central support teams, in particular, Business Partners, Accounts Receivable, Accounts Payable, to solidify effective and efficient ways of working and deliver quality outcomes
- Supporting Information Technology team in purchase orders, prepayments, and accruals
- Build and maintain strong relationships to gather information and track pipeline income and unfunded initiatives
- Support the development of lead and lag indicators to support informative financial reporting
- Maintain a customer service focus when working with stakeholders

3. Financial Accounting

- Provide accounting support to ensure that reporting requirements are met and financial and accounting processes are completed as per the financial framework. This includes:
 - Payroll Accounting Journals & Reconciliations (incl. annual leave, and long service leave)
 - Month end processes
 - Contributing to the creation of General Purpose Financial Statements
 - Prepare year-end working papers
 - Prepare detailed reconciliations of some projects and funding streams
- Input of payroll data into fortnightly wages journal for all employer's direct employment and secondment and manage wages related charge out registers and invoicing.
- Assist with the reporting of PAYG, Workcover, FBT, Superannuation, Portable LSL.
- Support the field work for completion of the external audit, ensuring finalisation within agreed timeframes
- Assist in preparation of audited project acquittals and interim reports
- Complete and file statutory reporting requirements of the organisation, including:
 - Provide fortnightly reconciliations of all employment related costs, provisions, and accruals; taking necessary action to correct any reconciling entries.
 - Prepare and input into general ledger all leave provisions (Annual Leave, Long Service Leave, Parental leave) WorkCover, FBT and accruals.
 - Compiling and reviewing month end balance sheet reconciliations with a minimum clearance time for all reconciling items
 - Collecting and preparing data as necessary
- Contribute to maintaining a strong financial management control environment through understanding, implementing and monitoring organisational policies and procedures

4. Transactional Accounting

- Manage charge outs to University of Melbourne, Royal Melbourne Hospital (RMH), and Parkville Youth Mental Health Service (PYMHS)
- Maintain recharge reconciliations, managing queries and building and maintaining strong working relations and communications with Orygen's associated parties
- Manage the quarterly true-up processes on RMH and PYMHS recharges
- Provide support to the transactional accounting team as required

EDUCATION / QUALIFICATIONS

Essential	<ul style="list-style-type: none"> • CA, CPA, or equivalent qualification
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EXPERIENCE / SKILLS

Experience / skills	<ul style="list-style-type: none"> • Significant knowledge and experience of financial system administration • Demonstrated knowledge of financial accounting, including payroll accounting and assisting in delivering statutory reporting • Capacity to identify and implement process and system improvements • Advanced excel skills, including pivot tables, macros, VBA, Power Pivot, Power Query, and financial model development • Demonstrated experience working with Power BI reporting, D365 Business Central, and MAGIQ budgeting/forecasting • Proficiency in the Microsoft Office Suite • Experience developing strong working relationships with the finance team and broader organization • Capacity to identify and implement process and system improvements independently • Ability to convey financial information to non-financial stakeholders • Ability to maintain a good working knowledge of relevant finance legislation and regulation • Well-developed problem solving/analytics skills with the ability to deliver creative solutions • High level influencing and negotiating skills to steer decisions and actions • Experience working in Not for Profit, Clinical and/or Higher Education settings • Highly developed knowledge of general accounting, and accounting issues • Detailed knowledge of Australian Accounting Standards
Personal attributes	<ul style="list-style-type: none"> • Clear and concise written and verbal communication and interpersonal skills • Highly developed skills in time management, setting priorities, planning and organising own work in order to meet deadlines whilst maintaining a high level of accuracy • Takes a pro-active client service approach and maintains excellent client relations • Adheres to a professional code of conduct, including confidentiality, and organisational values • Supports the skill and knowledge development of team members • Contribute as an active member of the team by respecting the work of other team members, contributing to building team morale and motivation • Is a team player with the flexibility to step up and provide support where needed

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> • Finance Team • Executives, Directors and staff of the business partnering portfolio • Budget holders & Financial Delegates • Payment and Invoice Requestors
External	<ul style="list-style-type: none"> • University of Melbourne • Melbourne Health • Parkville Youth Mental Health Service • KPMG Audit Team

SPECIAL REQUIREMENTS

<ul style="list-style-type: none"> • Unrestricted right to live and work in Australia. • A current National Police Check will be required. • Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check. • You may be required to work across more than one of Orygen’s sites, which are currently located within the north and west of Melbourne. • Successful applicants will be required to provide proof of COVID-19 vaccination prior to commencement. • In line with government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required. • Occasional out of hours, evening and/or weekend work may be required.

SAFETY, HEALTH AND WELLBEING RESPONSIBILITIES

Employees are required to comply with all workplace health, safety and wellbeing policies and procedures of Orygen.

In addition, employees are expected to:

- Promote and demonstrate Orygen’s high standards in relation to health, safety and wellbeing, championing a culture of safety in the workplace.
- Take responsibility for their own safety, health and wellbeing and for their colleagues and others they work alongside, as far as they are able.
- Follow policies, training and guidelines related to Workplace health, safety and wellbeing, including reporting of unsafe work practices, incidents, hazards and near miss events.
- Be committed to promoting and protecting the safety and well-being of all children and young people and embedding safeguarding practices into all our programs and services.

ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name	
Signature	
Date	