

Accountant

DEPARTMENT: Corporate Services

RESPONSIBLE TO: Chief Finance Officer (default to Manager of Corporate Services if CFO is not appointed)

The Role:

The Accountant is responsible for delivering high-quality financial management, reporting, and analysis to support informed decision-making across the organisation.

The role oversees core financial accounting functions, maintains asset and grant registers in line with governance requirements, and partners with managers and the Executive to support budgeting, planning, and performance monitoring.

The position works collaboratively across departments and provides professional and operational support to the Manager of Corporate Services in achieving organisational objectives.

Key Responsibilities:

Financial Accounting

- Oversee daily financial operations, including data processing, journal entries, and creditor’s management.
- Maintain the general ledger through to trial balance and ensure timely reconciliation of all asset and liability accounts.
- Supervise and review the creditor’s payment run and debtor adjustments.
- Prepare monthly and annual financial reports for management, the Board, and statutory bodies.
- Support internal and external audits through accurate documentation and compliance with accounting standards.

Asset and Contract Management

- Maintain the organisation’s financial asset register in accordance with legislative requirements and the Asset Management Accountability Framework (AMAF).
- Support capital planning, replacement forecasting, and asset performance reporting.
- Maintain the grants register, ensuring all funding arrangements are accurately recorded, current, and compliant with governance frameworks.
- Assist Executive and Managers to complete grant acquittals.

Business Partnering

- Collaborate with the Executive and departmental managers in the preparation of annual budgets and forecasts.
- Monitor budget performance, identify variances, and provide financial insights to support decision-making.
- Contribute to business planning, financial modelling, and evaluation of strategic and operational projects.
- Provide assistance to the Manager of Corporate Services in delivering operational, strategic, and governance initiatives.

PD No: 45	PD Authorised by: Manager, People and Culture	Issue Date: 30.03.2026	Version: 7
Prompt Doc No: MTH0119114		Page 1 of 4	
Version Number: 9.0	Reviewed by: MCS, CFO	Last Reviewed: 30/03/2026	
UNCONTROLLED WHEN DOWNLOADED	Authorised by: Chief Executive Officer	Next Review Due: 30/03/2028	

- Participate in financial governance, risk management, and continuous improvement activities.
- Build effective working relationships to promote financial accountability and awareness across departments.

Interpersonal and Professional Skills

- Communicate effectively with internal and external stakeholders.
- Demonstrate initiative, accountability, and professionalism.
- Work collaboratively to identify and resolve issues.
- Perform other duties as directed, consistent with the role.

Key Selection Criteria:

Essential:

- Bachelor’s degree in Accounting or equivalent.
- Demonstrated experience in financial accounting, reporting, and reconciliation processes.
- Experience in budgeting, financial analysis, and business partnering within a complex or multi-site environment.
- Proficiency with financial management systems and Microsoft Office applications (particularly Excel).
- Demonstrated experience in managing financial accounting functions, including general ledger maintenance, reconciliations, and reporting.
- Strong analytical and problem-solving skills with the ability to interpret and present financial information clearly.
- Proven ability to support budgeting, forecasting, and business planning processes.
- High attention to detail, accuracy, and accountability in all aspects of financial management.
- Excellent interpersonal and communication skills, with the ability to build effective working relationships across teams.
- Sound understanding of governance, compliance, and audit processes relevant to the health or public sector environment.
- Demonstrated commitment to professional ethics, integrity, and continuous improvement.
- Current Police Check.

Desirable:

- Previous experience working in public health and/or residential aged care would be an advantage.
- CPA or CA qualification (or working towards certification)
- Familiarity with public sector financial frameworks, including the Asset Management Accountability Framework (AMAF), is desirable.
- Previous experience with Oracle and Magiq would be an advantage.

Our Vision

Leading our communities to excellence in integrated health and MTHCS

Our Mission

To provide people of all ages with access to quality, person-centred care in the Mallee.

Our Philosophy

Equitable and timely access to innovative models of care, supported by a local workforce that is engaged with the community.

PD No: 45	PD Authorised by: Manager, People and Culture	Issue Date: 30.03.2026	Version: 7
Prompt Doc No: MTH0119114		Page 2 of 4	
Version Number: 9.0	Reviewed by: MCS, CFO	Last Reviewed: 30/03/2026	
UNCONTROLLED WHEN DOWNLOADED	Authorised by: Chief Executive Officer	Next Review Due: 30/03/2028	

Our Services

Mallee Track Health and Community Service is a multipurpose service (MPS) for all Mallee Track Communities encompassing a total area of 18,000 square kilometres. The health services include General Practice Clinics and Urgent Care at Ouyen and Sea Lake, Acute and Sub-Acute inpatient and outpatient services at Ouyen and Sea Lake, Community Aged Care and Residential Aged Care at Ouyen and Sea Lake. The community services include Allied Health, Delivered Meals, Community Transport, Social Support and Leisure and Lifestyle activities for Ouyen and Sea Lake as well as Early Years education and care for Ouyen, Sea Lake, Underbool, Murrayville and Manangatang. Community development activities include Rural Outreach and Neighbourhood Houses.

Our Values



- **Accountability** We define our expectations and are accountable for our actions.
- **Excellence** We set high standards and continually strive to improve on them.
- **Compassion** We treat everyone with care, respect and dignity.
- **Teamwork** We work collaboratively and in the spirit of partnership.
- **Integrity** We endeavour to do the right thing in all circumstances, even if no-one is watching.
- **Transparency** We are open and honest and embrace positive change.

Public Sector Values

As a Public Sector organisation, Mallee Track Health and Community Service adheres to the public sector core values. All staff are required to uphold these values.

- **Responsiveness:** Providing frank, impartial and timely advice to the Government; providing high quality services to the Victorian community and identifying and promoting best practice.
- **Integrity:** Being honest, open and transparent in dealings; using powers responsibly; reporting improper conduct; avoiding real or apparent conflicts of interest and striving to earn and sustain public trust of a high level.
- **Impartiality:** Making decisions and providing advice on merit and without bias, caprice, favouritism or self-interest; acting fairly by objectively considering all relevant facts and fair criteria and implementing Government policies and programs equitably.
- **Accountability:** Working to clear objectives in a transparent manner; accepting responsibility for their decisions and actions; seeking to achieve best use of resources and submitting themselves to appropriate scrutiny.
- **Respect:** Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying; using their views to improve outcomes on an ongoing basis.
- **Leadership:** Actively implementing, promoting and supporting these values.
- **Human Rights:** Making decisions and providing advice consistent with human rights and actively implementing, promoting and supporting human rights.

Mallee Track Health and Community Service is a smoke free workplace

Child Safe Organisation

PD No: 45	PD Authorised by: Manager, People and Culture	Issue Date: 30.03.2026	Version: 7
Prompt Doc No: MTH0119114			Page 3 of 4
Version Number: 9.0	Reviewed by: MCS, CFO		Last Reviewed: 30/03/2026
UNCONTROLLED WHEN DOWNLOADED	Authorised by: Chief Executive Officer		Next Review Due: 30/03/2028

Mallee Track Health and Community Service is committed to preventing child abuse, identifying risks early, and removing and reducing these risks.

Occupational Health and Environmental Safety

All MTHCS employees will:

- Ensure that they take reasonable care to protect their own health and safety, and the health and safety of others.
- Agree to abide by all of MTHCS infection prevention and control policies and procedures
- Use any equipment provided for health and safety purposes.
- Obey reasonable instructions given by MTHCS in relation to health and safety at work.
- Help MTHCS meet our duty of care, such as by undertaking hazard inspections.
- Comply with all MTHCS OHS policies and procedures
- Ensure they do not interfere with or misuse anything provided in the interests of health and safety

Section 21 of the Occupational Health & Safety Act 2004, requires an Employer to provide and maintain, so far as is reasonable and practicable, a safe workplace for all employees and ensure that no employee is placed at risk of injury while performing the duties and responsibilities required by their position.

To comply with this obligation, MTHCS requires all candidates/employees to have the mental and physical capacity to safely perform the inherent requirements of the position they are applying for (or have been appointed to).

If a risk is identified and fitness to safely perform the duties of the position needs to be determined, MTHCS with the agreement of the candidate/employee, will arrange an independent medical assessment to determine capacity to safely perform the inherent requirements of the position to minimise the risk of injury or aggravation of any pre-existing condition the candidate/employee may have.

Acknowledgement

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description, the legislative requirements and policies and procedures of the organisation.

Signed: _____ **Date:** ____/____/____
Staff Member

Print Name: _____

Signed: _____ **Date:** ____/____/____
Manager / Executive

Print Name: _____

cc: Personnel File

PD No: 45	PD Authorised by: Manager, People and Culture	Issue Date: 30.03.2026	Version: 7
Prompt Doc No: MTH0119114			Page 4 of 4
Version Number: 9.0	Reviewed by: MCS, CFO		Last Reviewed: 30/03/2026
UNCONTROLLED WHEN DOWNLOADED	Authorised by: Chief Executive Officer		Next Review Due: 30/03/2028