

<b>Position Title</b>	<b>Assistant Accountant</b>
<b>Classification</b>	ASO4
<b>Position No.</b>	
<b>Responsible to</b>	Chief Financial Officer
<b>Number of direct reports</b>	Nil
<b>Number of indirect reports</b>	Nil

**The Legal Aid Commission (ACT)**

The Commission is established under the *Legal Aid Act 1977*. Its mission is to promote a just society in the Australian Capital Territory by:

- ensuring that vulnerable and disadvantaged people receive the legal services they need to protect their rights and interests
- developing an improved community understanding of the law, and
- seeking reform of laws that adversely affect those we assist.

Further information about the Commission can be found at <http://www.legalaidact.org.au>



**Corporate Services**

Legal Aid’s Corporate Services section encompasses:

- Finance
- People & Culture
- Information & Communication Technology
- Facilities Management

**Position Dimension and Relationships**

The Assistant Accountant performs daily, weekly and monthly activities associated with accounts receivable, accounts payable, credit card transactions, manual cheque payments and other financial transactions.

At different times, the Assistant Accountant will also complete project work as directed by the Chief Financial Officer or the Chief Executive Officer relating to Legal Aid's financial and administrative processes.

**Essential Duties and Responsibilities**

Under general direction, the Assistant Accountant will:

- Represent Legal Aid in a professional manner by upholding the ACT Public Service Values
- Perform daily, weekly and monthly activities associated with accounts receivable, accounts payable, credit card transactions, manual cheque payments and other financial transactions ensuring that all are accurately and properly recorded
- Maintain and administer trust transactions
- Create payment processes in FinanceOne
- Prepare month end journals and calculations
- Prepare urgent cheques requested by practice staff
- Assist to prepare, build, coordinate and submit regular reports
- Analyse and present data
- Assist to prepare submissions for new grant funding
- Assist the Information Technology Manager as needed in relation to the document management IT system
- Contribute to specific project work from time to time including:
  - Assisting in the preparation of the Legal Aid annual report;
  - Assisting in the preparation submissions for new grant funding; and
  - Preparing supporting documents requested by ACT audit office for the interim and final audit
- Build professional relationships with employees and managers across Legal Aid to deliver high-quality and seamless service delivery
- Work towards performance objectives and KPIs identified in strategic, operational and individual performance development plans
- Comply with all Legal Aid ACT policies and procedures
- Perform other duties as directed, consistent with the classification level of the position and in line with competencies

**Key Capabilities**

**Essential:**

1. Demonstrated experience in, or the capacity to provide, bookkeeping and accounting services to a small agency
2. Knowledge of FinanceOne or comparable management information systems and a good working knowledge of MS Office software applications
3. Good problem-solving skills, including the ability to improve current policy and procedures
4. Excellent attention to detail and a proven ability to prepare accurate, timely and comprehensive reports
5. High level written and verbal communication skills, including the ability to clearly present data in an accurate and concise manner
6. Ability to assess priorities and manage competing deadlines both independently and as a member of a team
7. Initiative, sound judgment and the capacity to respond to requests for assistance in urgent matters while working in a team environment

**Desirable:**

1. Relevant qualifications in accounting or finance