

Rotary Australia World Community Service Ltd

Position Description – National Accountant [NA]

Date: 26 May 2020

Purpose of Role	Control the accounting and financial processes of RAWCS and provide financial reports to the Board of Directors, Executive Committee, and Regional Operations Committee Chairs to assist them to achieve their objectives and those of the RAWCS as a whole.
Attributes & Core competencies	<ul style="list-style-type: none">• Ability to communicate well.• Ability to work in a team.• Ability to focus on Rotary.• Ability to be innovative.• Ability to build good relationships.• Ability to add value and reduce cost.• Ability to involve Rotarians.• Ability to operate/manage according to RAWCS policies and procedures.
Essential Skills, Knowledge, & Commitment	<p>Sound understanding, competency and experience of Accounting Standards and principles.</p> <p>A member of a recognised accounting body, ICA or CPA.</p> <p>At least 10 years' experience, with past five years providing monthly financial statements to senior management.</p> <p>Working knowledge of MYOB or similar accounting package.</p> <p>Proficient in operation of Microsoft Excel and Word.</p>
Reports to	<p>The NA reports to the National Treasurer.</p> <p>The NA is required to work closely with all RAWCS Directors & Chairs and have a sound understanding of all RAWCS operational activities and objectives. Liaison and effective communication (as required) with Government regulatory authorities & departments and authorities [including ACNC, ATO, and DFAT, banks and financial institutions and external auditors is essential.</p>

Principal Duties

1. Budgeting
Prepare a RAWCS Annual Budget in consultation with the National Treasurer.
2. Reporting
Provide Annual Budgets, monthly financial reports, and forecasts for RAWCS Ltd, and RAWCS Operating Funds [RAOAF, RABS, and RARF], sufficient to enable stakeholders to be informed and make informed financial decisions. Explain the main factors influencing past and future profitability and cash flows.
3. Business Analysis and Planning
Carry out or overview periodic analysis of all sectors of RAWCS, seeking potential improvements through alternative future scenarios and actions. Provide advice to all RAWCS Officers.
4. Rotarian Relations
Assist Rotarians as requested in their dealings with RAWCS, including advice and presentation to any Rotarian group or associated party, and any RAWCS financial process.
5. Projects
Provide financial expertise where necessary to project managers.
6. Cash Management
Maximize cash inflows for RAWCS by monitoring all aspects thereof, including collection of service charges, and collection and receipt of revenue from external sources.

Disburse funds and pay, in a timely manner, accounts for payment that have been approved by project managers, Board of Directors or Executive Committee.

7. Corporate Accounting and Taxation

Manage the accounting requirements of RAWCS, in particular:-

- Monthly and annual accounts as required.
- All taxation requirements including lodgement of the quarterly BAS return, minimizing GST taxation payable and ensuring compliance with all relevant statutes.
- Ensure compliance with relevant legislation and regulations including timely lodgement of all regulatory returns including the ACNC & ASIC Annual Returns, and State Charities Annual Licences and Returns
- Ensure that professional and ethical standards are maintained in line with RAWCS Code of Conduct.

8. Insurance & Risk Management

- Prepare annual insurance declaration as required by Rotary Australia insurance brokers, AON Risk Services, to ensure all insurable risks have adequate insurance cover, including specific RAWCS Crime and Director & Officers liability
- Lodge insurance claims
- Update monthly Risk Matrix report and present to Board of Directors.