

POSITION DESCRIPTION	
TITLE	Accounts Officer
TEAM	Business Operations
REPORTS TO	Head of Finance
ROLE TYPE	Full-time (On-going)
LOCATION	Australia
DIRECT REPORTS	N/A

HOW YOU CONTRIBUTE	
<p>The Business Operations team contributes to the Institute’s success by optimizing efficiency, fostering a collaborative work environment and ensuring seamless administrative processes and systems.</p>	
YOUR ROLE	<p>The Accounts Officer is responsible for supporting the Head of Finance in the Institute’s financial operations, including financial accounting, payroll and compliance to ensure sound fiscal and governance.</p>
RESPONSIBILITIES - % are an estimate and may vary throughout the year	<p>ACCOUNTS PAYABLE, RECEIVABLE AND BANKING 40%</p> <ul style="list-style-type: none"> • Process all accounts payable promptly and accurately, including supplier invoices and expense reports processing, domestic and international payments; respond to account queries and verify against contractual obligations. • Manage accounts receivable by preparing and issuing invoices on time, accurately applying receipts to Members, and proactively following up with overdue balances. • Process accounts payable, accounts receivable and corporate cards reconciliations. • Manage Members' information in CRM accurately. • Manage the Institute’s corporate cards including corporate card statement distributions to staff, ensure staff complete expense acquittal on time & accurately and liaise with bank if staff have issues with the corporate card. • Handle banking activities such as reconciliation, international fund transfers for international offices, payroll accounts, and signatory management. • Process onboarding requests for new members and vendors for FFS. <p>PAYROLL AND COMPLIANCE ACTIVITIES 25%</p> <ul style="list-style-type: none"> • Prepare, process, and reconcile monthly payroll, including Superannuation, statutory withholdings, workers’ compensation, payroll tax, and year-end procedures. • Ensure international payrolls are processed and approved on time by third-party providers, in collaboration with People and Culture. <p>FINANCIAL AND GOVERNANCE MANAGEMENT 20%</p> <ul style="list-style-type: none"> • Coordinate and liaise with regional offices to ensure compliance with financial policies and efficient expenditure processes. • Reconcile monthly bank and corporate card statements. • Month-end tasks. • Maintain fixed asset register and fixed assets register reconciliation. • Manage legislative reporting obligations such as FBT, BAS, VAT, ATO, Payroll Tax, and Superannuation.

	<ul style="list-style-type: none"> • Keep documentation up to date for audits and regulatory requirements. • Assist with annual audit such as audit request and prepare Financial Statements in InDesign. • Other relevant duties as required. <p>ADMINISTRATION 5%</p> <ul style="list-style-type: none"> • Handles office mail. • Provide general administrative support to the finance and operations teams. • Assist with event planning and coordination as needed. <p>VALUES, CULTURE, AND OPERATIONS 10%</p> <ul style="list-style-type: none"> • Administration and support activities to ensure smooth delivery and operations. • Contribute to the Institute’s culture by embodying our Values and Behavioural Competencies. • Other duties as required.
QUALIFICATIONS	<ul style="list-style-type: none"> • Tertiary qualification in Accounting, Finance, related field, or equivalent experience. • Relevant professional certificate (not a must).
ATTRIBUTES	<ul style="list-style-type: none"> • Collaborative • Humility • Time Management • Solutions-focused • Detail-orientated • Working in global environments • Multi-tasking with a ‘can do’ attitude
SKILLS	<ul style="list-style-type: none"> • Mastery of Microsoft Excel and Word • Thorough knowledge of basic accounting procedures • Experience with general ledger functions and month end/year end close processes • Familiar with administration duties • Proficiency in accounting software, ideally MYOB • Attention to detail • Ability to meet deadlines and work under pressure.
ADDITIONAL INFORMATION <i>(Optional)</i>	<ul style="list-style-type: none"> • Hybrid/Fully Remote Role • Occasional travel required • Flexible working arrangements available

OUR VALUES AND BEHAVIOURAL COMPETENCIES

Our Values and Behavioural Competencies define the culture we’re building at the Institute, grounded in respect, accountability, and collaboration. They guide how we collaborate to deliver impact for CCS and drive positive global change. Upholding ‘above the line’ behaviours reinforces this culture, while calling out ‘below the line’ behaviours helps protect it – as individuals, in teams, and across functions. Together, these expectations shape how we show up, support one another, and contribute to a positive, high-performing workplace.

VALUES	QUALITY	We strive for excellence in all that we do. We are a trusted, knowledgeable and responsive organisation known for exceptional advice and service delivery.
	COLLABORATION	We work cooperatively and our teamwork goes beyond organisational and geographic boundaries to achieve exceptional results.

	INTEGRITY	We hold ourselves to the highest standards in all we do. Our actions and communications are responsive, ethical and respectful of diversity.
BEHAVIOURAL COMPETENCIES	COLLECTIVE STRENGTH	You actively develop and leverage the Institute's collective strength.
	ACCOUNTABILITY	You hold yourself and others accountable.
	GROWTH MINDSET	You seek ways to continuously learn and improve.
ABOVE THE LINE BEHAVIOURS		BELOW THE LINE BEHAVIOURS
<ul style="list-style-type: none"> - Demonstrates openness and curiosity - Collaborates effectively and engages proactively with others - Responds promptly and takes accountability for their actions and decisions - Looks for opportunities to improve processes and practices - Communicates clearly and appropriately, adapting their style to suit the audience - Values others' input when making decisions and acts with integrity, humility, and honesty - Engages in difficult or challenging conversations in a respectful and productive way 		<ul style="list-style-type: none"> - Displays defensiveness and negativity - Makes excuses or places blame on others - Avoids accepting responsibility or accountability - Criticises others unnecessarily - Works in isolation without collaboration - Produces work of poor quality - Misses deadlines and key milestones - Withholds information and feels threatened when asked for clarification - Demonstrates ineffective communication skills - Spreads gossip or speaks unfavourably about others