

Job Description

Accountant

Department	Governance and Performance
Reports to	Finance Manager
Direct Reports	Nil
Grade	Grade 6
Status	Permanent, Full-time
Location	Greenpeace's normal places of business and or employee's home (on request)

Role Purpose

This is a varied and rewarding role, with aspects of management and financial accounting.

As a member of a small team you will be required to be familiar with most facets of the Finance function and at times provide direct support to the various roles within the team, however the main emphasis of this role is to ensure the monthly accounts are delivered accurately and timely and associated analysis is concise and meaningful.

Key responsibilities will be to prepare and deliver monthly management reports, investigate variances and re-forecast. Together with the Finance Manager you will identify opportunities for improvement in financial processes across the organisation in order to enhance overall strength of financial controls and improve efficiencies.

Other significant duties will include: Improvement of finance processes throughout the region; annual audit; preparation of monthly BAS return; ensuring the accuracy of payroll and participation in ad-hoc finance projects and organisational projects as they arise.

To be successful in this role you will have excellent analytical and comprehension skills and be an effective communicator.

Greenpeace Values	Greenpeace Mindset
Global Mindset	Greenpeace is an independent campaigning organisation, which uses peaceful, creative confrontation to expose global environmental problems, and develop solutions for a green and peaceful future. Our goal is to ensure the ability of the earth to nurture life in all its diversity. That means we want to protect biodiversity in all its forms; prevent pollution and
Trust and Respect	
Values People	
Knowledge Sharing	

Goal Orientated	abuse of the earth's ocean, land, air and fresh water; end all nuclear threats, and promote peace, global disarmament and non-violence.
Cutting Edge	

Key metrics
Organisational Support
Information, Analysis and Advice
Compliance and Controls
Environment and Social Reporting
Treasury Management
Infrastructure and Asset Management
Effective working Relationships
Compliance with Framework Conditions

Role Responsibilities	
Coordination and managerial support	
Key Metric	How Success is Measured
Effectively Coordinate day to day tasks	<ul style="list-style-type: none"> • Coordinate day to day finance activities across team in line with reporting deadlines and quality expectations • Contribute to the development of team and divisional objectives • Coordinate day to day month end activities across the team and as directed by the Finance Manager • Contribute to good team culture • Provide additional support for the team during staff absences

	<ul style="list-style-type: none"> • Temporary backfill for Finance Manager and Assistant Accountant positions
Information, Analysis and Advice	
Key Metric	How Success is Measured
Provided punctual and accurate financial information/reporting, analysis and advice	<ul style="list-style-type: none"> • Ensure the delivery of accurate and complete monthly financial reports in accordance with relevant deadline • Provide financial information and advice to support managers and budget holders achieve their objective • Provide financial scrutiny over fundraising income and projections • Oversee the administration of advances and credit cards • Ensure balance sheet reconciliations are accurate, timely and meaningful • Provide analysis of expenditure to ensure operational are cost effective • Investigate variances and ensure budget ledger reflects budget allocations and attend to timely reforecast of payroll budgets • Assist in the production of financial reports for the board • Prepare international expenditure reports and reconciliations for GPI and NROs • Support manager in the coordination and preparation of the annual budget and ODP Budget Pack ensuring the documents are accurate, well scrutinised and assimilated and are prepared and based upon clear and well supported assumptions which reflect the objectives and priorities agreed by the Senior Leadership Team and Board and take account of the Reserves Policy of the Organisation • Attend to timely reforecast of team, departmental and payroll budgets
Compliance and Controls	
Key Metric	How Success is Measured
Has effectively mitigated financial risk through compliance and control duties such as accurate record keeping and non-compliance reporting	<ul style="list-style-type: none"> • Ensure information is accurately and logically filed for organisational records • Maintain contemporary knowledge of taxation and ensure activities of GPAP are reported as appropriate • Review and post Accounts Payable subledger batches • Prepare accounts and records for Annual Audit and global Year End Reporting pack • Enact relevant external audit recommendations in collaboration with the Finance Manager • Review and assess accuracy of payroll payment, deductions and superannuation contributions

	<ul style="list-style-type: none"> • Prepare monthly BAS and FBT • Report conditional/restricted donations • Ensure information is accurately and logically filed for organisational records • Ensure duties are conducted in compliance with relevant policy and procedures, accounting standards and law • Develop, maintain and document finance procedures and processes • Maintain chart of Accounts and reporting streams • Communicate non-compliance with policies and procedure as appropriate • Assist in the development of Fiscal policy • Assist in the preparation of statutory returns
Environment and Social Reporting	
Key Metric	How Success is Measured
Developed and refined organisational social and environmental reporting	<ul style="list-style-type: none"> • Coordinate financial year end audit requirements • Develop and refine organisational social and environmental reporting
Treasury Management	
Key Metric	How Success is Measured
Has effectively administered and managed GPAP treasury	<ul style="list-style-type: none"> • Ensure adequacy of financial controls over cash and commitments • Act as signatory on Greenpeace bank account • Oversee the administration of advances and credit cards • Monitor cash level of administration account to ensure sufficient funds are available to fund weekly expenditure • Arrange foreign currency transactions • Ensure actual and anticipated liquidity position based on budgets and forecasts are prepared • Maintain signatories and account authorities • Calculate actual and anticipated cash position based on budgets and forecasts
Infrastructure and Asset Management	
Key Metric	How Success is Measured
Has successfully managed fixed	<ul style="list-style-type: none"> • Ensure all Fixed Assets are recorded and the Fixed Assets Register is kept up to date

asset register,	<ul style="list-style-type: none"> • Ensure accuracy of workers compensation renewals • Assist in preparation of organisational insurances • Maintain the chart of accounts and reporting streams • Refine financial reporting in line with new technologies and changing organisational priorities
Effective working Relationships	
Key Metric	How Success is Measured
Built and fostered effective internal and external working relationships	<ul style="list-style-type: none"> • Build and foster good working relationships across the organisation • Develop and maintain awareness amongst budget holders of relevant Greenpeace (local and international) finance policy and procedures • Provide training and inductions as necessary on relevant finance policy and procedures • Contribute, where appropriate, to the development of the finance function across the organisation • Point of contact in administering Greenpeace intercompany balances • Work closely with the database team to develop and maintain functional integration with the finance team • Liaise with external institutions as required
Compliance with Framework Conditions	
Key Metric	How Success is Measured
Was compliant with Greenpeace policies and did not bring Greenpeace into disrepute	<ul style="list-style-type: none"> • Abide by GPAP Code of Conduct and related Integrity Policies • Ensure that your personal or campaign activities will not bring Greenpeace into disrepute (in case of doubt, raise issues with the COO)

Role Requirements

Knowledge

- Degree qualified (Professional qualification in accounting/commerce)
- CPA or CA qualification and/or demonstrated in-depth knowledge of Accounting Standards
- Good understanding of taxation legislation relevant to a charity (GST, FBT, DGR)
- Logical thinking of accounting treatment
- Comprehensive experience of accounting systems and processes

Skills

- Excellent analytical and communication skills, both written and verbal
- Excellent interpersonal relationship skills, in particular building constructive and long-term relationships with both internal and external parties
- Critical analysis mindset
- High level of numeric and financial acumen
- Strong computer skills (e.g. advanced Excel)
- Proficiency in SUN, ProActis, Google sheets, docs
- Experience in reporting writing software (Vision, Tableau) - an advantage
- Proficient in document systems and procedure

Experience

- At least two (2) years' experience in a similar position
- At least five (5) years' experience in month end and year end accounts
- Experience with Salesforce (Fundraising database or other SQL database) - an advantage
- Experience working in small teams
- Experience in non for profit area/similar global organisation (desirable).

Employee Commitment	
Signature:	Date: