

FOODBANK VICTORIA

POSITION DESCRIPTION



POSITION	Accountant (Fixed Term Contract)		
DEPARTMENT	Services and Finance		
LOCATION	La Trobe Street		
REPORTS TO	Finance Manager		
DIRECT REPORTS	Accounts Payable Officer		
KEY CONTACTS	Finance Team, Chief Financial Officer, Executive Team		
AWARD & CLASSIFICATION	SCHADS, Level 5		
DATE	July 2026	EXECUTIVE SIGNATURE	

ROLE PURPOSE

The Accountant is responsible for the delivery of the organisation's accounting function, including accounts payable and receivable, financial systems administration (e.g. Pronto, Redmap and FlexiPurchase), financial reporting, and compliance with legislative, regulatory and organisational requirements.

The role provides financial analysis, insights and profit & loss (P&L) reporting to support effective business partnering and informed decision-making across the organisation. The position works closely with the Finance Manager, Head of Business Planning and Finance, and Chief Financial Officer to support the effective management of organisational finances and the delivery of finance services. During the latter stages of the contract, the role assumes responsibility for accounts payable operations, corporate credit card administration and general finance activities, ensuring the timely and efficient delivery of finance support services.

MAJOR ACCOUNTABILITIES

#1: Oversee Transactional Finance Function

- Ensure the accurate and timely processing of accounts payable and accounts receivable transactions, maintaining compliance with organisational policies and financial controls.
- Ensure accounts payable and accounts receivable transactions are processed accurately and follow organisational policies, and procedures.
- Maintain workflow structure and control approvals for purchase orders and invoices.
- Identify and support continuous improvement of finance processes and ways of working.

#2: Month End Reporting & Accounts to Trial Balance

- Prepare monthly Income Statement and Balance Sheet reports, including processing standing month end journals, prepayments and expense accruals.
- Analyse financial results and investigate discrepancies, unusual transactions and significant variances to ensure accuracy, completeness and integrity of financial reporting.
- Monitor budget performance and provide timely variance analysis, including commentary on key drivers and emerging risks.
- Maintain the fixed asset register, ensuring records are accurate and complete.
- Balance sheet reconciliations ensuring appropriate recognition and classification of income and expenses. Complete weekly bank account reconciliations.
- Prepare monthly financial and management reports for the Leadership team and other stakeholders, including program reporting and ad hoc analysis as required.
- Provide business partnering support to internal stakeholders by responding to financial queries, assisting with budget monitoring, and providing financial insights to support decision making.

#3: Accounts Payable Processing

- Manage accounts payable processing through Redmap and Pronto, ensuring transactions are accurately coded, approved, reconciled and paid within agreed supplier terms.
- Manage the Redmap workflow, following up outstanding approvals and resolving discrepancies in a timely manner.
- Review supplier invoices and match them to goods receipts in Redmap in accordance with accounts payable procedures.
- Create and maintain supplier records in Pronto.
- Monitor accounts payable controls and identify any discrepancies, risks or process issues, escalating these to the Finance Manager as required.
- Prepare and process weekly supplier payment runs in an accurate and timely manner.
- Respond to enquiries from suppliers and internal stakeholders in a timely and professional manner.

#5: Administration and Banking

- Oversee general finance administration support, including credit account applications and other administrative activities as required by the Chief Operating Officer, Head of Business Planning and Finance, or Finance Manager.
- Manage corporate and virtual credit card administration, ensuring accurate reconciliation and compliance with organisational policies.
- Ensure sufficient funds are available in the appropriate bank account and transfer funds as necessary.
- Manage bank account administration through NAB online, ensuring transactions are processed accurately and securely.

#6: Leadership and Team Management Responsibilities

- Provide clear leadership, direction and support to ensure a high-performing, engaged team.
- Allocate work, manage resources and oversee day-to-day team operations.
- Coach, mentor and develop team members to build capability and support career growth.
- Lead performance management, including setting expectations, giving feedback and addressing issues.
- Foster a positive, inclusive and collaborative team culture that supports wellbeing and continuous improvement.
- Drive continuous improvement of organisational processes, procedures, systems and reporting.

#7: Workplace Health and Safety (WHS)

- Comply with all company policies, procedures, and code of conduct.
- Assist achieving our company vision through meeting our legal, moral, and ethical obligations.
- Ensure WHS policies and processes are adopted across the organisation.
- Encourage continuous improvement in WHS practices by recommending changes and implementing agreed improvements.
- Maintain a safe work environment for yourself, team members, volunteers, visitors, contractors, and other external stakeholders at all times.
- Lead by example and display an active commitment to company policy and WHS compliance.
- Identify and report all incidents and safety hazards so that the appropriate review and corrective action can be taken.
- Ensure the office is clean, safe and conducive to work.

TECHNICAL KNOWLEDGE

PERSONAL ATTRIBUTES

• Bachelor's degree in Accounting, Finance or a related discipline. • CPA (Certified Practising Accountant) or CA (Chartered Accountant) qualified. • Minimum 10 years experience in accounting or finance roles, with demonstrated responsibility for financial operations and reporting. • Proficiency in Pronto (or a similar ERP system) and Microsoft Office applications, including advanced Excel skills. • Sound understanding of financial controls, compliance requirements and accounting principles. • Good business and commercial knowledge.	• Excellent written and verbal communication skills. • Ability to work independently and in a team environment. • Demonstrated analytical skills. • Well-developed organisational and time management skills. • High degree of accuracy and attention to detail. • Results-oriented, with a focus on achieving outcomes, monitoring performance and identifying opportunities for improvement. • Demonstrated problem-solving skills and the ability to identify practical solutions. • Effective interpersonal skills, including active listening and responding appropriately to stakeholders. • Demonstrated initiative and a proactive approach to work. • Demonstrates an understanding of FBVs internal and external stakeholders and a commitment to delivering excellent customer service.
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VALUES	FOUNDATION BEHAVIOURS
Empowerment	
	• We develop Team Members and each other. • We challenge the status quo. • We provide the opportunity for ourselves and others to experience the value of our work. • We recognise and celebrate our accomplishments. • I have input and ownership.
Accountability	
	• We encourage excellence. • We encourage continuous improvement & learning. • We ensure performance management consistency. • We accept mistakes and learn from them. • I am accountable for my own performance. • I am part of a team.
Respect	
	• We encourage open, constructive feedback. • We give credit where credit is due. • We are inclusive. • We take the time to listen to each other. • We affirm our people. • We allocate tasks that are fair and reasonable to achieve.
Integrity	
	• We explain our decisions. • We do what we say we will do.

	• We call out an issue when it is evident. • Equal contribution is rewarded equally. • I lead by example. • I am committed to do my best. • I am encouraged to stand up for my beliefs.
Equality	
	• We encourage people to be themselves. • We strive to foster a sense of belonging in our workplace. • We ensure all people we interact with feel welcome, and a part of our family. • We are inclusive with our agencies and partners. • We strive to provide equal opportunity for all – internally and externally. • We call out practices which exclude others.
Diversity	
	• We recognise and encourage diversity in our workplace, in our programs and in the food, we provide to our partners. • We embrace diversity in all our people, their experiences, and points of view. • We value all cultures, backgrounds and genders. • We strive to form a diverse atmosphere for all people to be safe and secure. • By celebrating diversity, we help all people to feel included, safe and secure. • We do not tolerate discrimination. • We recognise and respect differences.