



Australian Medical Council Limited

Position number:	PN163	Last reviewed:	March 2021
Designation:	Assistant Accountant		
Classification:	Full-time, 12-month contract	Salary Band:	AMC Band 2
Business area:	Corporate Services		
Reports to:	Management Accountant		
Key stakeholders:	Internal: Finance Manager, AMC staff External: Suppliers, Banks, Auditors, ADP, Examiners & Candidates		

Organisational Purpose

The purpose of the Australian Medical Council Limited (AMC) is to ensure the standards of education; training and assessment of the medical profession promote and protect the health of the Australian community.

Business Area Purpose

The Finance team is responsible for the financial well-being of the AMC, including responsibility for accounts receivable, accounts payable, payroll, financial reporting, and maintaining financial controls.

Position Purpose

The purpose of this position is to assist the overall processing of Accounts Payable, Receivable, Payroll and the maintenance of AMC financial records.

Position Responsibilities

Consistently contribute to the successful operation of the organisation by accepting personal responsibility for actions and decisions, collaborating with others to achieve positive outcomes, communicating effectively to understand and be understood, and displaying professional behaviour in all activities.

Proactively support continuous improvement in the work, team, and the organisation through being innovative, displaying critical thinking, and being responsive to the needs of customers and stakeholders.

Actively seek out opportunities to expand work related knowledge, and improve personal and technical skill-sets.

Position Key Result Areas (KRAs)

1. Financial Management:

Undertake a range of financial activities to ensure that the day-to-day functions of finance department run smoothly:

- a) Month-end ledger closing and ensuring the integrity of the ledger
 - b) Passing of monthly accrual journals for travel costs and other overheads
 - c) Monthly reconciliation of Accreditation visits and passing of income transfer journal entries.
 - d) Monthly reconciliation of MCQ and Clinical candidates and passing of income transfer journal entries.
 - e) Maintaining rent schedule and pass rental incentive and provision journals. Issue NTC sub lease rental invoices on time.
 - f) Reconciliation and transfer of MCQ expired fees and refund income
 - f) Providing actual costs of accreditation visits to the section for charging back to the colleges.
2. Passing of correction journals whenever necessary.
 3. Ensuring that withholding tax payments are processed on time and the withholding tax annual report is submitted to the ATO before the cut-off date.
 4. Reconciliation of the DAI publication account and physical stock take of books at the year-end.
 5. Payment of Diners and Cab charge accounts by due dates.
 6. Analysing AP/AR ageing report and follow up on any outstanding items.
 7. Maintaining petty cash system
 8. Organising end of financial year ledger closing with Technology One and passing of accrual and prepayment journals related to the end of financial year.

2. Team and Workload Management:

Manage the day-to-day workload and provide backup for Payroll & Accounts Receivable/Payable.

3. Stakeholder Support

Provide expert support and advice to internal and external stakeholders. This includes assisting yearly audits and ensuring that auditors are provided with the necessary documentary evidence, GL analysis, mapped TB and reconciliations and meeting any other special requests from auditors to make sure audits are completed within the targeted timeline.

Coordinate with external stakeholders, eg banks, Diners & DAI, to ensure AMC business requirements are fully met.

4. Ad Hoc tasks and Special Projects as assigned by the Finance Manager:

Provide assistance for special projects such as new system implementations or system upgrades. special projects/tasks as assigned by the finance manager.

Key Selection Criteria

Experience/knowledge

- a) Ability to undertake detailed figure work with a high level of accuracy.
- b) Commitment to providing a high standard of client service.
- c) Sound organisational skills and the ability to balance competing work priorities.
- d) Demonstrated capacity to function effectively as a member of a team to achieve organisational goals.
- f) Computer literacy, including experience in an accounting package such as Finance One. Knowledge of Microsoft Word and Excel would be highly desirable.

Additional Requirements/Qualifications

- Any experience as a bookkeeper or assistant accountant including experience in preparing wages will be well regarded.
- This position requires a Bachelor of Accounting/Finance as a *minimum* requirement.