
TRANSACTIONAL ACCOUNTING ASSISTANT

JULY 2021



Location:	Parkville – Flexible working from home may be required (COVID-19)
Division:	Finance
Salary range:	Salary range \$65,000 to \$75,000 (commensurate with skills and experience of successful applicant) (pro rata)
Employment Type:	Part Time (0.5 FTE) Fixed Term position available until 30/06/2023
Position reports to:	Financial & Systems Accountant

1. POSITION SUMMARY

The Transactional Accounting Assistant, will assist in accounts receivable processes, banking, performing reconciliations, and other general accounting matters. The role requires working with multiple internal and external stakeholders.

As a finance team member, the position will require effective communication and a willingness to assist our clients, stakeholders, and fellow team members; including filling in for staff, and being flexible in the work and the prioritisation of work on any given day.

2. POSITION CONTEXT

Orygen delivers cutting-edge research, policy development, innovative clinical services, and evidence-based training and education for the mental health workforce to ensure that there is continuous improvement in the treatments and care provided to young people experiencing mental ill-health.

We are a complex organisation. Our activities and workforce are diverse and include:

- Five headspace centres in Craigieburn, Glenroy, Melton, Sunshine and Werribee that deliver primary clinical services to young people and are operated by Orygen.
- The Centre for Youth Mental Health, a University of Melbourne research and teaching department that is wholly seconded into Orygen. Centre staff are provided with Orygen email addresses and have the use of Orygen systems.
- Orygen Specialist Program (formerly referred to as Orygen Youth Health Clinical Program), a tertiary clinical service that is currently operated by North Western Mental Health, co-located with us at Parkville, Sunshine and Glenroy and also operating at sites in Footscray, and Wyndham. Whilst not under the governance of Orygen, Orygen Specialist Program works in close partnership with us.
- Orygen Digital, which develops and rolls out online clinical platforms that are fully integrated with 'in-person' clinical services.
- A training and development unit providing online and face to face training for the mental health workforce both nationally and internationally.

- A policy think tank drawing on Orygen's research and clinical expertise and partnering and collaborating with key content experts from Australia and around the world to advise government policymakers.
- Centralised professional support functions enabling the organisation to achieve strategic and operational objectives.

The Orygen finance team is focussed on delivering quality service to our users, maintaining strong internal controls and facilitating Orygen's operations.

3. ABOUT ORYGEN

VISION	Young people to enjoy optimal mental health as they grow into adulthood.
MISSION	Reduce the impact of mental ill-health on young people, their families and society.
VALUES	Respect, accountability, teamwork, excellence & innovation
COMMITMENTS	First Nations people of Australia, young people and their families, LGBTIQ+ people & culturally and linguistically diverse people

4. KEY RESPONSIBILITIES AND OUTCOMES

Accounts Receivable

- Issue invoices/receipts, and record income for sales, grants and donations.

Banking

- Bank Reconciliations
- Entry of bank receipts – MBS, webstore, etc.
- Credit Card Management – applications, transaction review, etc.
- Regular banking of cheques

Assistant financial accounting

- Assist in performing project distribution journals
- Prepare detailed reconciliations for some projects/accounts (e.g. capital, facilities)
- Prepare audit support as required
- Assist to maintain expense register and register of Purchase Order commitments
- Other general accounting tasks as required

General Responsibilities

- Develop strong working relationships with the finance team and broader organisation
- Non-active backup for the Assistant Accountant – Accounts Payable and travel portal
- Maintain a customer service focus when working with stakeholders
- Participate in staff events & training
- Other tasks that may arise in the course of working with Orygen
- Comply with and support others to comply with Orygen's policies and procedures, including taking appropriate action to hold others accountable and promote a workplace culture that is safe, diverse and inclusive.

5. SELECTION CRITERIA

The following criteria must be met for consideration for this position:

5.1 Essential

- Excellent verbal and written communication skills.

- Strong time management, and efficient processing capacity.
- Attention to detail
- Demonstrated experience or education in accounting
- Proficiency in the use of the Microsoft Office suite; particularly Outlook, and Excel
- Demonstrated ability to work independently and as part of a team
- Demonstrated commitment to providing excellent customer service
- Professional integrity, and adherence to strict confidentiality in all dealings with staff.
- Demonstrated ability to develop and maintain constructive working relationships with colleagues and stakeholders.

5.2 Desirable

- Knowledge and experience of accounting systems, and expense management systems
- Experience performing general ledger reconciliations.

6. SPECIAL REQUIREMENTS

- Unrestricted right to live and work in Australia.
- A current National Police Check will be required.
- Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.
- You may be required to work across more than one of Orygen's sites, which are currently located within the north and west of Melbourne.
- In line with Government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required.

7. ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name:	
Signature:	
Date:	