

# Job Description

## Position Identification

|                      |                      |                    |              |
|----------------------|----------------------|--------------------|--------------|
| <b>Title:</b>        | Senior Accountant    | <b>Department:</b> | Finance      |
| <b>Reporting to:</b> | Financial Controller | <b>Updated:</b>    | October 2025 |

## Purpose of Position

The Senior Accountant ensures Foundation Housing's (FHL) accounting and financial activities are appropriately and effectively managed to meet internal and external stakeholder needs. The Senior Accountant provides financial, strategic, and operational support.

The position works closely with people across the organisation to support best practice and continuous improvement.

## Key Working Relationships

|                                                                        |                                                                                                                                         |
|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Internal:</b><br>Executive Team<br>Senior Management<br>Departments | <b>External:</b><br>Internal & External Auditors<br>Government Agencies<br>Regulatory Bodies<br>Banks & Financiers<br>Service Providers |
|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|

## Accountabilities and Responsibilities

### Finance

- Ownership of month-end close process, including journals and reconciliations.
- Preparation of management accounts, reporting and variance analysis.
- Preparation of year-end statutory accounts.
- Assisting with internal and external audits, and associated interface with auditors.
- Preparation of budgets & forecasts.
- Partner with Development and Property Services teams to create a connected and collaborative working environment.
- Responsibility for intercompany and consolidation needs of the organisation including reporting, inter-company charges, and adherence to intercompany agreements.
- Assist with the development of project feasibility and financial models.
- Contribution to information technology improvement projects.
- Collaborate with other departments to analyse expenditure and prepare management reports for use by senior management and departments as required.
- Treasury responsibilities including cash management, cashflow forecasting, and compliance with debt / equity covenants.

- Compliance reporting responsibilities including grant returns, acquittals, government & regulatory reports, and financier reports.
- Assist with BAS and GST compliance and other matters.
- Preparation and lodgement of the annual FBT return.

### **Systems & Transformation**

- Maintenance of the finance system, including integrity of financial controls and data.
- Identification & implementation of continuous improvement initiatives.
- Champion systems thinking and continuous improvement across finance operations, supported by robust data governance.
- Partner with the executive and senior leadership teams to deliver financial modelling and scenario planning for growth initiatives and restructures.

### **Leadership**

- Foster a culture of continuous learning, innovation, and collaboration, ensuring Finance remains agile and future ready.
- Role model FHL's values and ensure demonstration of appropriate behaviours.

### **Governance & Controls**

- Application and adherence to all applicable Accounting Standards.
- Ensure all financial operations align with internal controls, audit readiness, and delegated authority frameworks.
- Act as point of contact with external auditors, banks, financiers, and government regulators.
- Identify financial risks and implement mitigation strategies proactively.

### **Other**

- Contribute to strategic and business planning.
- Other duties as directed.

## **Safety Responsibilities**

You will act in a manner that is consistent with FHL's duty of care requirements, including but not confined to;

- Take reasonable care to ensure your own safety & not risk others by any act or omission.
- Follow all safe work practices and procedures.
- Use personal protective equipment as identified for individual tasks.
- Take immediate action on any identified hazards.
- Report any incidents or injuries to both manager and HR.

## Organisational Values



### SOLUTIONS FOCUSED

We work together to find solutions that benefit our people and customers.



### CARING

We care for others and display empathy, fairness and respect.



### HONEST

We act with integrity and own our decisions.

## Work Related Requirements/Selection Criteria

### Essential Criteria

- Bachelors Degree in Accounting and / or Finance.
- CPA / CA professional accounting qualification.
- Minimum of 5 years' demonstrated relevant experience.
- Outstanding written and verbal communication skills.
- Experience in the financial and accounting functions of medium to large sized entities.
- Expertise in the knowledge and application of accounting standards.
- Proficient computer software skills, including experience with accounting / finance systems, financial modelling, and Microsoft Office applications.
- Excellent organisational skills and attention to detail.
- Excellent decision making, problem solving, analytical skills.
- Proven understanding of taxation legislation, specifically Income Tax Exempt Charities, GST, & FBT.

### Desirable Criteria

- Experience with Dynamics 365 Business Central.

## Position Dimensions

|                                                  |   |
|--------------------------------------------------|---|
| Number of staff directly reporting to position   | - |
| Number of staff indirectly reporting to position | - |

## Work Locations

This role is based in our Leederville office.