



Information for Applicants
Financial Controller/Accountant
Full Time, Permanent, Capalaba Based.

Thank you for taking the time to find out more about this key position.
Please read the following carefully, in order to correctly apply for this position.

Horizon Foundation Inc. was founded in 1981 and is a not-for-profit organisation creating opportunities for people with a disability, injury or illness.

We operate from six locations serving the Eastern corridor from Wynnum, through to Stones Corner and south to Tweed Heads.

Employing over 130 staff, services are provided for over 1500 people each year. These services include government subsidised programs, government commercial contracts, and commercial businesses. The Foundation *does not* rely upon fundraising to fund its activities. Revenue for the 2008-2009 financial year was \$7.8m.

We have adopted a Quality Management System, and meet or in many cases exceed all statutory requirements. The Foundation has a strong reputation for delivering quality services and being an employer of choice.

The Position

In this position the Financial Controller/Accountant will play a vital role in providing strategic financial services. You will be responsible for providing accurate data processing, and financial control and analysis.

You will report directly to the CEO.

As our Financial Controller/Accountant you must be a highly skilled and experienced accounting professional who has excellent interpersonal and organisational skills. You will need to feel comfortable in being able to emulate our core values as detailed in 'Our Values Commitment'.

The key duties of the position include:

- Accurate processing of all accounting data
- Prepare Monthly Financial Reports

- Provide financial analysis
- Support and liaise with Service Managers & staff
- Provide accurate costing and pricing of goods & services
- Administer the procurement policies of the organisation
- Operate within the Australian Accounting Standards
- Maintain control functions, risk management & fraud control
- Complete BAS returns
- Submit government acquittals & monitor funding streams
- Ensure compliance with superannuation, & taxation regulations
- Prepare & monitor budgets
- Maintain asset register
- Oversee the processing of insurance and work cover claims
- Oversee the accurate processing of payroll
- Liaise with Human Resources
- Attend Board Meetings and Audit Committee Meetings
- Provide continuous improvement of document & data control
- Prepare the Annual Financial reports

Qualifications and Skills Required

Mandatory:

Bachelor degree in a related discipline
 Current CPA/CA qualification
 Minimum of five years experience in an equivalent role
 Possession of a current Positive Card (Blue Card) or be eligible to obtain one*
 Current driver's license
 Affinity with the organisations' values

Desirable:

Direct experience with the not for profit sector
 Empathy with the needs of people with a disability

Skills Required:

Strong accounting skills including a working knowledge of the Australian Accounting Standards
 Strong financial management
 Strong analytical skills including ability to review and recommend if necessary changes to accounting systems, controls and practices
 Ability to maintain accurate and efficient financial systems
 Excellent written skills including report writing
 Advanced communication skills
 Ability to develop & motivate staff
 Effective communicator of financial information
 Commitment to continuous improvement
 High degree of self motivation and ability to work autonomously as well as under direction

This position requires a high level of trust, commitment, and energy. You will need to be self directed, proactive in initiating improvements, have an inquisitive mind that delves beyond the figures, and take responsibility for your work.

***The successful applicant's employment will be confirmed upon receipt of a positive criminal history screening (Disability Blue Card). The application process will be arranged by our HR Manager.**

The Rewards

We are committed to getting the right person with the highest possible skill set, to enhance the work we do, namely fulfilling the mission and vision of the organisation.

We also want someone who has high personal values that will match our organisations' values and culture. We want you to be as comfortable with us as we want to be with you!

In return;

- You will work in a close team environment while also having the freedom to develop innovative strategies and projects.
- You will be joining an organisation that places a high emphasis on its service users and staff, creating a rewarding and satisfying working environment.
- You will be joining one of Australia's top 50 Employers as listed in BRW.
- You will receive training support.
- You will have a secure position with a salary circa \$90K pa.

The position will be available from the 9th August 2010.

How to apply:

Written applications should be sent to:

Human Resources
Horizon Foundation Inc.
PO Box 118
Capalaba Q 4157

OR

Via email to hr@horizoninc.org

All applications should include:

- A cover letter detailing your experience and what you can offer us
- A completed "Application for Employment Form" available from our website
- A brief Resume

Applications close **Friday 30th July 2010.** Submission of applications early would be well regarded.

Telephone enquires are welcome: Contact – Joe Gamblin, CEO Horizon Foundation Inc. Ph: (07) 3245 4266.

All applications will be acknowledged, however only short listed applicants will be interviewed.

Key Documents:

This Information Pack
Application for Employment Form
'Our Values Commitment'
Horizon Annual Report & Financial Statements 2008-2009

Thank you for taking the time to read about this position. We look forward to your application.