



Position Title: Financial Accountant and Business Partner	Entity: Indigo Australasia Inc (Indigo)
Reports to: Finance Manager and Business Partner	No of Direct Reports: 1
Industrial Instrument / Job Level: Common Law Contract - Tier 4 Professional	Primary Location: East Perth / Nedlands
Position Requirements	
<p>Primary Purpose</p> <p>Support the Finance Manager in leading and improving the Organisation’s accounting function, financial and management reporting, budgeting, forecasting, audit, compliance and statutory reporting. As a Business Partner, support the delivery of high quality and timely budgeting, financial planning, financial data analysis and accounting advice to Corporate Services managers to enable optimal decision making. Work with the Finance Manager and other Business Partners in ensuring that the business partnering function is highly valued and retains an ongoing focus on quality, innovation and continuous improvement.</p>	
<p>Key Accountabilities/Responsibilities</p>	
<p><u>Health Safety Wellbeing & Environment</u></p> <ul style="list-style-type: none"> • Demonstrate leadership in, role model and comply with all health, safety and hygiene policies, systems, and OH&S legislation to maintain an appropriate working environment. • Ensure all incidents, accidents, injuries, hazards or property damage are reported and managed. Identify and implement safety improvements working collaboratively with the Work Health and Safety program. • Contribute to developing and nurturing a culture that supports wellbeing. 	
<p><u>Functional</u></p> <p><u>Financial Accounting</u></p> <ul style="list-style-type: none"> • Responsible for system administration and development of the financial management information system. • Ensures accuracy, efficiency and timeliness of financial transactions within the general ledger and responsible for ensuring the chart of accounts is relevant. • In conjunction with the Management Accountant, responsible for ensuring the quality and timeliness of financial reporting requirements to meet statutory and compliance obligations, including the preparation of end of month and end of year reporting. • Supervises accounts payable and accounts receivable functions. • Ensures compliance with GST taxation requirements, including preparation and lodgement of the BAS return. • Complete annual FBT return and allocation of cost in the finance system. • In conjunction with the Management Accountant, perform general ledger account reconciliation • Update the fixed asset register for asset additions and disposals, post monthly depreciation. • Ensure PAYG and other tax debts are paid when due (single touch payroll). • Responsible for the function of Credit card management system Expensessme. • Responsible for the function of Purchase orders and invoices approval management system Approvalmax. • Support and provide coverage for payroll operations during periods of leave, ensuring accuracy and continuity of payroll processing. 	

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Business Partnering

- Partner with business clients (executive, managers, team leaders) to provide regular financial and budgetary advice to ensure financial objectives are met and to develop new funding opportunities.
- Partner with business clients to ensure reporting requirements are met including completion of financial Statements and other financial reporting to external and internal funding organisations.
- Provision of financial advice and expertise into organisational accounting processes.
- Provide financial forecasting and modelling for business clients.
- Provide support and financial advice for the development of innovative business models.
- Upskill, educate and coach business clients in best practice financial management.
- Identify, analyse and provide recommendations to resolve financial issues that are aligned to the Organisation's priorities.
- Partner with business clients to create high value, accurate and timely financial reports that meet the client's needs.
- Identify and provide business advice including but not limited to contract and funding terms, taxation (GST, FBT, Withholding), Australian Accounting Standards and other application regulations/legislation that may arise.
- Arrange and support Project Audits.
- Provides advice, training and mentoring to staff and stakeholders as required.

Budgeting & Administration

- Assist with preparation of annual financial statements, budgets, and forecasting.
- Assist in preparing the annual audit file and responses to Auditor queries.
- Participate in annual business planning and budgeting.
- Ensure delivery of services and support within agreed budgets.
- Ensure all operational and administrative processes are undertaken in accordance with established policies and procedures and associated processes are maintained and accessible in appropriate formats and designated locations.

Strategic

- Contribute to, and demonstrate by example, the vision, mission and values.
- Maintain a strong network across the industry and relationships with suppliers, regulators, customers and other external stakeholders.
- Contribute and add value to the creation and implementation of the Organisation's overall long term strategy and annual business plans.
- Contribute to driving and enhancing long term organisational sustainability and performance.
- Lead, participate and/or engage in activities that relate to strategic initiatives and key issues.
- Identify and implement improvement opportunities within the Organisation and participate in continuous improvement by recommending sensible changes and communicating issues that may affect the Organisation.

People & Culture

- Demonstrate collaborative leadership across the organisation to contribute to ensuring 'one organisation' where multifunctional team performance is optimised
- Participate actively, and work closely and constructively, with colleagues in the leadership team to deliver integrated business outcomes.

- Ensure cultural optimisation through engaging in fit-for-purpose cultural programs and embedding these within the organisation and team.
- Role model positive leadership to employees
- Respect and value the diversity of the workforce by helping to prevent and eliminate discrimination in the workplace.

Manage resource requirements to ensure appropriate coverage within approved budget.

Key Performance Indicators & Measures

Indicators of effective performance in the position. KPI's are to be SMART goals. They are identified in the PDR to be specific to the individual teams and the position in a specified point in time. .

Key Relationships

Key positions or groups with whom the individual will interact to perform the work of the position.

Internal

- Executive team
- Leadership team
- Business Clients (Corporate Services or other designated business partnership clients)
- All other teams in the organisation

External

- Corporate customers
- Sector peers/competitors
- Government representatives and departments eg: ATO
- Consultants and advisors
- Small & Medium Enterprises
- Suppliers and vendors

Key Behaviours

Behavioural competencies or 'behaviours' are effectively attributes we display as we carry out our work, and 'how'. Below identifies **KEY** competencies (**6-12 key to the role**) integral to the success of this position and the organisation. For this job classification level key competencies critical for success will be primarily be in Operational Behaviours.

<u>Strategic Behaviours</u>	<u>Leadership Behaviours</u>	<u>Operational Behaviours</u>
<input type="checkbox"/> Aligning Performance for Success <input checked="" type="checkbox"/> Analytical Thinking <input type="checkbox"/> Critical Thinking <input type="checkbox"/> Building Strategic Working Relationships <input type="checkbox"/> Change Management <input type="checkbox"/> Innovation & Creativity <input type="checkbox"/> Leading through Vision & Values <input type="checkbox"/> Strategic Decision Making	<input type="checkbox"/> Adaptability <input type="checkbox"/> Building Customer Loyalty <input checked="" type="checkbox"/> Building Partnerships <input checked="" type="checkbox"/> Leading the Team – people centric <input type="checkbox"/> Coaching/developing others <input type="checkbox"/> Delegating Responsibility <input checked="" type="checkbox"/> Decision Making <input checked="" type="checkbox"/> Information Monitoring <input type="checkbox"/> Influencing /Negotiation <input type="checkbox"/> Managing Conflict <input type="checkbox"/> Project Management <input type="checkbox"/> Digital capability <input type="checkbox"/> Business Acumen <input type="checkbox"/> Growth mindset <input type="checkbox"/> Agile Approach <input type="checkbox"/> Stakeholder engagement <input type="checkbox"/> Stress Tolerance/Resilience	<input type="checkbox"/> Applied Continuous Learning <input type="checkbox"/> Marketing & Comms <input type="checkbox"/> Build Trust <input checked="" type="checkbox"/> Communication <input type="checkbox"/> Client Liaison <input type="checkbox"/> Demonstrates Initiative <input type="checkbox"/> Energy <input type="checkbox"/> Formal Presentation <input type="checkbox"/> Gaining Commitment <input checked="" type="checkbox"/> Legislative & Industry Standards <input checked="" type="checkbox"/> Organisation & Self -Management <input checked="" type="checkbox"/> Quality & Work Standards (including clinical or/ and technical) <input checked="" type="checkbox"/> Results Focused <input type="checkbox"/> Safety & Environmental Excellence <input checked="" type="checkbox"/> Teamwork <input checked="" type="checkbox"/> Tenacity

General Assessed

Impact	Technical / Professional Knowledge	Job Fit	Organisational Fit			
Work Related Requirements						
<p>Knowledge & Skills (Social, Personal & Technical) & Equipment</p> <p><i>The knowledge necessary to effectively perform in the position. Specific skills or equipment that the person needs to be able to use. Personal attributes/qualities that are important to the success of this position</i></p> <ul style="list-style-type: none"> • Sound understanding of generally accepted Australian Accounting standards, principles and processes • Sound knowledge of Australian GST requirements • Sound knowledge of Australian Payroll practices • Proficient in MS-Office Suite, particularly Excel (advanced level required) • Ability to investigate and solve problems with a continuous improvement focus • Proficient in accounting software for SMEs • Implement change management activities, to achieve successful outcomes • Ability to liaise with senior leaders and key stakeholders both internally and externally • Ability to think and act strategically, exercising sound judgement • Ability to prioritise and meet deadlines, sometimes working with incomplete information • Some understanding of customer relationship management • Networking, influencing and relationship building skills 						
<p>Work Experience</p> <p><i>The type and extent of previous work experience that is necessary to perform in the position</i></p> <ul style="list-style-type: none"> • Role/s in similar position and/or industry, with exposure to at least one of the functional areas encompassed by this role – minimum 6 years • Operational and/or change management experience 						
Clearances, Licences or Registrations						
NDIS Worker Screening Check <input checked="" type="checkbox"/>	WWC <input type="checkbox"/>	Covid-19 Vaccinations <input checked="" type="checkbox"/>	AHPRA <input type="checkbox"/>	NCCHC <input type="checkbox"/>	Drivers Licence <input checked="" type="checkbox"/>	Other (specify) <input type="checkbox"/>
<p>Qualifications</p> <p>Degree qualification in finance, similar disciplines (or) significant relevant industry and positional experience Member of a recognised Accounting body e.g. CA/CPA</p>						
<p>Extent of Authority</p> <p>Authority to act within the scope of your position to perform the objectives and requirements of your position as identified within this Position Description and as directed by your Leader. The extent of the authority may alter from time-to-time at the direction of your Leader.</p>						
<p>Prepared & Approved By: Mary Ma Date Reviewed/Modified: 22/05/2026 *All PDs should be sent to P&C for approval and uploading to SharePoint.</p>						
Related Documents: PD Work Instructions, Behaviours Guide						
<p>HR Use Only</p> <p>Risk Assessed Role (NDIS Worker Screening Check) No, not a risk assessed role Date the role was assessed: 11/09/2022 Assessed By: Lisa Karabin, People & Culture Manager</p>						

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