

Position Title: Assistant Accountant	Entity: Indigo Australasia Inc (Indigo)
Reports to: Finance Manager	No of Direct Reports: 0
Industrial Instrument / Job Level: Common Law Contract - Tier Professional	Primary Location: Nedlands/ East Perth
Position Requirements	
<p>Primary Purpose</p> <p>Support the Finance Manager and broader finance team in delivering accurate and timely financial processing, reconciliations, reporting and compliance activities. The role contributes to the effective operation of the accounting function through strong Excel capability, attention to detail, and practical experience in budgeting support, audit preparation, reconciliations and processing transactions in the accounting system.</p>	
<p>Key Accountabilities/Responsibilities</p> <p><u>Health Safety Wellbeing & Environment</u></p> <ul style="list-style-type: none"> • Comply with all health, safety, wellbeing and hygiene policies, procedures and legislation to maintain a safe working environment. • Report incidents, hazards, injuries or property damage promptly and support corrective actions where required. • Contribute to a workplace culture that supports wellbeing, respect and safe work practices. <p><u>Functional</u></p> <p>Financial Processing & Reconciliations</p> <ul style="list-style-type: none"> • Assist in processing journals, invoices and other financial transactions accurately and within required timeframes. • Assist in performing balance sheet and general ledger reconciliations and follow up outstanding items in a timely manner. • Assist with month-end and year-end tasks including accruals, prepayments, reconciliations and supporting workpapers. <p>Budgeting, Reporting & Analysis Support</p> <ul style="list-style-type: none"> • Assist in the preparation of budgets, forecasts and routine financial reports for managers and the finance team. • Support the administration of finance processes to ensure services are delivered within agreed budgets and timeframes. • Ensure finance records, templates and processes are maintained and accessible in appropriate formats and locations. • Use advanced Excel skills to prepare reconciliations, analyse variances, manipulate data and produce accurate reporting schedules. • Support the review of financial results by identifying discrepancies, investigating variances and escalating issues as needed. <p>Audit, Compliance & Systems</p> <ul style="list-style-type: none"> • Assist with preparation for internal and external audits, including compiling audit files, supporting documentation and responses to queries. • Support compliance with BAS, GST, FBT, PAYG and other statutory requirements by preparing accurate information for review and lodgement. 	

Strategic

- Contribute to continuous improvement initiatives within the finance function by identifying practical process improvements.
- Support the organisation’s vision, mission and values through high quality, reliable and service-oriented work.

People & Culture

- Work collaboratively with colleagues across the organisation to support efficient finance processes and positive working relationships.
- Provide helpful, professional and timely support to internal stakeholders on routine finance matters.

Respect and value diversity and contribute to an inclusive workplace.

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

- Finance Manager
- Management Accountant and finance team
- Managers and budget holders
- Other employees across the organisation

External

- Auditors
- Suppliers and vendors
- Banking and finance system providers
- Government and regulatory bodies as required

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 with some Leadership Behaviours.

<u>Strategic Behaviours</u>	<u>Leadership Behaviours</u>	<u>Operational Behaviours</u>
<input type="checkbox"/> Aligning Performance for Success <input 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 type="checkbox"/> Building Partnerships <input type="checkbox"/> Leading the Team – people centric <input type="checkbox"/> Coaching/developing others <input type="checkbox"/> Delegating Responsibility <input type="checkbox"/> Decision Making <input 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 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 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 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"> • Capability to build relationships, effectively negotiate and influence others • 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 • Sound understanding of customer relationship management • Networking, influencing and relationship building skills 			
<p style="text-align: center;">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 • Operational and/or change management experience 			
Qualifications, Registrations, Clearances & Certifications			
<ul style="list-style-type: none"> • NDIS Worker Screener Check • Degree qualification in (Include relevant quals) similar disciplines (or) significant relevant industry and positional experience 			
Extent of Authority			



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.

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

Related Documents: **PD Work Instructions, Behaviours Guide**

Risk Assessed Role (NDIS Worker Screening Check) Choose an item.

Choose an item.

Date the role was assessed: 1/02/2022 Assessed By: Lisa Karabin, People & Culture Manager

*Will depend on the role