

POSITION DETAILS

Title	Senior Accountant
Reference Number	BB041
Classification	Social and Community Services Employee (SCHADS Award) Level 6 <i>(Pay Point dependent on qualifications and years of experience consistent with the Brophy Family & Youth Services Enterprise Agreement 2025)</i>
Organisational Area/Team	Brophy Business: Finance, IT & Facilities: Finance
Line Management	Senior Manager – Finance, IT & Facilities
Direct Report/s	N/A
Location	Warrnambool / Portland / Hamilton (as required)
Authorised By	Chief Executive Officer
Effective Date	July 2026

ORGANISATIONAL OVERVIEW

Brophy Family and Youth Services (Brophy) is a place-based, for-purpose community organisation working alongside children, young people and families across South West Victoria. We deliver a broad range of family, youth and children's services from sites in Warrnambool, Portland and Hamilton.

OUR COMMITMENT TO CHILD SAFETY, INCLUSION & PSYCHOSOCIAL SAFETY

Brophy has zero tolerance for child abuse or harm and is unwavering in our commitment to child safety and wellbeing. We empower children and young people by valuing their voices and participation. At Brophy, young people will be supported to express their culture and enjoy their cultural rights. We uphold cultural safety for First Nations peoples and inclusivity for LGBTIQ+ communities. Our workplace fosters psychosocial safety by promoting respect, wellbeing and resilience for all staff and clients.

OUR VALUES

Our work is underpinned by the following core values, which guide how we engage with each other, clients, and the broader community.



PRIMARY PURPOSE OF THE ROLE

The Senior Accountant supports effective financial management and organisational decision-making through responsibility for Brophy's month-end and year-end accounting processes and the provision of accurate financial analysis and advice.

Working closely with the Senior Manager – Finance, IT and Facilities, the role supports organisational budgeting, forecasting, financial reporting, funding acquittals and financial costing and provides practical financial advice to managers and Executive leaders.

The role forms part of the Finance Team within the Finance, IT & Facilities Team of the Brophy Business Area. The team supports Brophy's financial management and stewardship through budgeting, forecasting, financial reporting, payroll, accounts payable and receivable, general ledger management, acquittals, cash management and financial controls.

The Senior Accountant provides functional leadership within the Finance Team, guides colleagues and leads the development and improvement of financial procedures, systems and work practices. The provides team leadership and supervision support during periods of Senior Manager leave.

This position operates at a Social and Community Services Employee (SCHADS Award) Level 6, working under limited direction and exercising significant professional judgement, autonomy and delegated authority consistent with the specialist scope and organisational impact of the role.

WORK LOCATION AND ROLE REQUIREMENTS

Work associated with this position is undertaken within Brophy office, service and community environments, in accordance with operational requirements and organisational policy.

- **Remote / work-from-home arrangements**

This role may involve remote or work-from-home arrangements where consistent with organisational policy, service requirements and role responsibilities.

- **Independent or isolated work**

The role may require working independently or in situations where immediate on-site support is not available, including engagement across multiple locations and community settings.

- **Travel between locations**

Duties may involve travel between Brophy sites and other service locations, including driving as part of the role. Travel may include return journeys of up to four hours between sites, with longer travel possible when undertaking outreach activities.

- **Complex or time-sensitive situations**

The role may involve responding to complex, sensitive or time-critical situations, requiring professional judgement, prioritisation and adherence to organisational procedures.

- **After-hours or on-call responsibilities**

The role may involve participation in after-hours work or organisational on-call arrangements where consistent with operational requirements and role responsibilities.

All duties are performed within Brophy's Occupational Health and Safety Framework including responsibilities for identifying hazards, following safe systems of work, and supporting safe, respectful and psychologically healthy workplaces.

KEY RESPONSIBILITIES

Service Delivery and Practice

Provides operational, managerial, professional or specialist leadership for a significant program, project, function or work area under limited direction. Establishes outcomes, operational procedures and work practices, evaluates performance and provides expert advice on complex service, professional or organisational matters within the area of responsibility.

Coordinates and holds responsibility for month-end and year-end accounting processes, including journals, reconciliations, variance analysis and associated reporting. Works collaboratively with the Senior Manager to support organisational budgets and forecasts, financial reporting, funding acquittals and financial costing for rosters, projects and business cases. Assists with the completion of accounts payable, accounts receivable and payroll functions as required.

Compliance, Risk & Governance

Implements and monitors governance, risk, compliance and quality requirements within the program, function or work area. Interprets complex requirements, coordinates responses to significant issues and identified risks, and ensures learning from reviews, audits and service or operational information informs improvement.

Maintains oversight of financial controls within role scope, including compliance with financial delegations, purchasing requirements, funding conditions and applicable financial reporting obligations. Identifies financial risks, anomalies and control gaps through analysis and review and supports audit, corrective action and improvements to financial procedures and controls.

Communication & Stakeholder Engagement

Maintains effective relationships with internal leaders, service partners, funders, community stakeholders and relevant external bodies. Represents the program, function or work area, negotiates matters of significance within delegated authority and provides authoritative advice on complex service, operational or specialist issues.

Translates complex financial information into clear reports, analysis and practical recommendations for managers and Executive leaders. Works with funders and auditors to support accurate financial reporting, acquittals and the timely resolution of financial queries.

Team Culture, Wellbeing & OHS

Provides leadership for workforce capability and safe work practices within the area of responsibility, supporting a respectful, inclusive and psychologically healthy workplace. Provides professional guidance and, where applicable within role scope, supervision, and supports consistent implementation of workplace conduct, wellbeing and safety requirements.

Provides functional leadership and guidance within the Finance Team, supporting colleagues to apply financial procedures and complete work accurately and within required timeframes. Works closely with the Senior Manager to coordinate team priorities and as required may provide team leadership and supervision support during periods of Senior Manager leave.

Leadership & Organisational Contribution

Works under limited direction and exercises significant judgement, autonomy and delegated authority in leading a program, project, function or significant work area. Translates organisational priorities into operational outcomes, leads change and improvement, manages resources within approved constraints and contributes to broader management and organisational planning.

Leads the development, implementation and review of financial procedures, systems and process improvements. Exercises significant professional judgement in resolving complex financial matters and contributes specialist financial advice to operational and organisational decision-making.

GENERAL RESPONSIBILITIES

All employees are required to comply with Brophy's Code of Conduct and organisational policies and procedures, including its Child Safety, Cultural Safety and Psychosocial Safety frameworks.

Employees must demonstrate Brophy's organisational values, participate in supervision, performance review and professional development, contribute to quality improvement and support a safe, respectful and psychologically healthy workplace.

Employees may also be required to undertake other duties that are reasonably within the scope, capability and classification of the position.

KEY SELECTION CRITERIA

Mandatory Requirements	
Qualifications	Relevant tertiary qualification in accounting, finance or a related discipline. Eligibility for, progress towards or current membership of a recognised professional accounting body, such as CPA Australia or Chartered Accountants Australia and New Zealand.
Compliance	NDIS Worker Screening Check, Working With Children Check (Employee) (Victorian), National Police Check, Driver's Licence
Experience, Skills & Attributes	
Demonstrated experience coordinating month-end and year-end accounting processes, including journals, reconciliations, variance analysis and financial reporting.	
Demonstrated knowledge and experience in management accounting, including budgeting, forecasting, financial costing, funding acquittals and the application of financial controls and governance requirements.	
Strong analytical capability and professional judgement, with the ability to interpret complex financial information, identify risks or anomalies and translate findings into clear reports and practical advice for managers and Executive leaders.	
Demonstrated experience developing and improving financial procedures, systems and work practices and providing functional guidance to colleagues.	
Demonstrated ability to coordinate competing financial priorities and meet fixed month-end, year-end, reporting and acquittal deadlines while maintaining accuracy and attention to detail.	
Demonstrated ability to work collaboratively across internal teams and external stakeholder networks, building effective relationships and contributing to the resolution of complex service, operational or functional matters.	
Demonstrated capability in using Microsoft 365 and relevant organisational information systems to support reporting, analysis, oversight and effective decision-making.	