



Position Title	Project Accountant
Department	Office of the CEO and President
Date Reviewed	July 2022

Incumbent Name	Vacant	
Signature		

College Overview

The Australasian College for Emergency Medicine (ACEM) is a not-for-profit organisation responsible for the training, assessment and continuing professional development of emergency physicians as well as the advancement of professional standards in emergency medicine in Australia and Aotearoa New Zealand.

Our vision is to be the trusted authority for ensuring clinical professional and training standards in the provision of quality, patient-focused emergency care.

Our mission is to promote excellence in the delivery of quality emergency care to all our communities through our committed and expert members.

The ACEM Core Values which employees and members hold themselves and others accountable are:

- Equity
- Respect
- Integrity
- Collaboration

Department Overview

The Office of the Chief Executive Officer (CEO) and President supports the College as the conduit between College Board and College employees to inform the achievement of organisational priorities, as well as the liaison between members of the public, external organisations and the College Fellows, other members and trainees. Together with, and as part of overseeing the management of assistance to the ACEM Board and associated entities, the Office of the CEO and President manages matters relating to organisational strategic planning, regulatory and legal activities and all activities associated to the Commonwealth Department of Health funding, National Program.

The Department is also responsible for the provision of Information and Communication Technology services and support, in addition to Facilities and Reception, to ensure the College runs effectively and efficiently.

Position Purpose

The primary purpose of the role is to provide accurate and timely accounting management and finance support for programs associated with National Program. This position also provides support to the Manager, Finance with finance projects and month end processing.

Key Responsibilities

The key responsibilities of the role shall include, but not be limited to:

- The development and maintenance of all National Program contracts and budgets.
- The tracking of National Program expenditure against contracts and budgets, and analysing variances.
- Preparation of monthly financial statements for funding bodies and stakeholders, including the generation of internal financial reports.
- Preparation of monthly cash flow reconciliation and forecast for National Program.
- Preparation of bi-annual financial reporting for the Department of Health.
- Identifying inconsistencies in financial activities and advising senior management of possible solutions.
- Liaison with a range of key stakeholders including ACEM executives, committees, government representatives and senior staff from the hospital sector.
- Liaison with hospital Finance Departments, as required.
- Assistance with the National Program and ACEM Financial audits as required.
- Assist the Manager, Finance with developmental projects relating to financial systems and technology tools.
- Act as a Finance Business Partner to allocated ACEM internal departments to provide financial information, and assist with forecasting and analysis.
- Assist the Manager, Finance and Management Accountant with Balance Sheet reconciliations and processing of general journals.
- Demonstration of the ACEM Core Values within the Unit, Department and across the College.
- Ensuring any allocated deliverables outlined in the ACEM Business Plan are met to a high standard.
- Ensuring any allocated deliverables outlined in the ACEM Reconciliation Action Plan are met to a high standard.
- Ensuring any allocated deliverables outlined in Te ACEM Rautaki Manaaki Mana: Excellence in Emergency Care for Māori are met to a high standard.
- Ensuring the quality recording of all processes relevant to role and responsibilities in the Promapp system.
- Striving to maintain a culturally competent and inclusive workplace and expected to undergo regular cultural competence training.
- Other responsibilities as delegated by Management within the scope of this position.

Key Skills, Qualifications and Attributes

Essential

- Tertiary qualification in Accounting or Finance.
- Demonstrated experience in project coordination and/or project management.
- Able to display strong financial acumen,

- High standard of attention to detail, organisational skills, planning, and time management.
- Excellent numeracy and problem-solving skills, including the ability to think clearly and logically when resolving issues or problems.
- Demonstrated ability to work within a team on unsupervised tasks in accordance with Unit objectives, timelines and priorities.
- Excellent written and verbal communication skills, with an ability to commit to a high-quality service-oriented workplace culture.
- Demonstrated working knowledge of financial reporting standards.
- Proven experience with financial analysis and month-end reporting.
- Proven experience with budget and forecasting.
- Proficient in all Microsoft Office applications.
- Proficient with mid-size ERP systems and NetSuite.
- Demonstrated understanding of the principles associated with working with sensitive and confidential information.
- Commitment to the principles of equal opportunity, workplace diversity and inclusion, and industrial democracy.

Desirable

- Experience working in education, medical and/or not-for-profit sector.

Workplace Health and Safety

All employees have a personal responsibility to work safely and to abide by health and safety legislation, policies, rules and established safe work practices. All employees are responsible for their own safety and that of fellow employees.

Organisational Relationships

Reports to	Manager, Finance
Supervision of	Nil
Internal Liaison	Executive Leadership Team National Program Unit Finance Unit ACEM Employees
Committee Liaison	Nil
External Liaison	Fellows, Trainees, Department of Health, Hospital Employees

Additional Information

- May involve work outside normal business hours to meet business objectives.
- Interstate and/or overseas travel may be required.