

Finance Team Management Accountant

60.8 hours per fortnight (0.8 FTE)
Ongoing Position

Join the team and make a difference at Bendigo Community Health Services (BCHS)!

We're looking for a detail-oriented Finance Officer to support our financial management, reporting, budgeting, and compliance functions. If you thrive on numbers, enjoy collaborating with people, and take pride in delivering accurate and timely financial support, we'd love to hear from you.

What you'll do:

- Prepare financial reports, reconciliations, and forecasts
- Coordinate program acquittals and compliance reporting
- Assist with budgeting and financial performance monitoring
- Support audit processes and continuous improvement initiatives
- Provide trusted financial advice and support across the organisation

About you:

- Strong financial administration and reporting skills
- Excellent attention to detail and analytical abilities
- A collaborative approach and commitment to customer service
- Ability to manage competing priorities and meet deadlines

Why BCHS? Join a values-driven organisation dedicated to improving the health and wellbeing of our community while enjoying a supportive team environment and opportunities for professional growth.

Apply now and help us build a stronger, healthier community through sound financial stewardship.

About BCHS

Bendigo Community Health Services has cared for the health and wellbeing of the Bendigo community for 50 years. We employ more than 290 people across a broad range of services.

The success of BCHS starts with our staff, who have a high level of professionalism and dedication, allowing us to deliver quality services for the community, with a particular focus on vulnerable people.

Added benefits of working with BCHS include:

- Salary packaging
- Purchasing leave

- Study assistance
- Training programs
- Novated leasing
- Fitness Passport

To successfully apply for this position you will need to address the below Key Selection Criteria:

KEY SELECTION CRITERIA

Essential

1. Qualifications and Experience

- Relevant tertiary qualification in Accounting, Finance, Commerce, or a related discipline, or equivalent demonstrated experience in a finance or accounting role.
- Minimum of 4 years' experience in financial reporting, budgeting, forecasting, and financial administration within a complex organisation.

2. Financial Reporting and Analysis

- Demonstrated experience in coordinating monthly financial processing and preparing accurate financial reports within required timeframes.
- Proven ability to analyse financial information, identify variances, and provide meaningful financial insights and recommendations.

3. Budgeting and Forecasting

- Experience assisting with the preparation, monitoring, and forecasting of budgets.
- Ability to work collaboratively with managers and stakeholders to gather information, develop budget assumptions, and support informed decision-making.

4. Grant Funding and Acquittal Reporting

- Demonstrated experience preparing funding acquittals, grant reports, or similar compliance reporting, ensuring accuracy and adherence to funding requirements.
- Strong attention to detail and ability to manage multiple reporting deadlines.

5. Financial Systems, Processes and Compliance

- Sound understanding of accounting principles, financial controls, and compliance requirements.
- Experience contributing to the development, implementation, and continuous improvement of financial policies, procedures, and workflows.

6. Audit Support

- Experience assisting with internal and/or external audit processes, including preparation of supporting documentation and responding to audit requests.
- Understanding of governance, risk management, and financial accountability practices.

7. Communication and Stakeholder Engagement

- Well-developed interpersonal and communication skills, with the ability to establish productive working relationships across all levels of an organisation.
- Demonstrated ability to provide high-quality customer service and financial support to internal stakeholders.

8. Organisation and Time Management

- Exceptional organisational skills with the ability to manage competing priorities, meet deadlines, and maintain accuracy in a high-volume work environment.
- Demonstrated ability to work independently while contributing effectively as part of a team.

9. Technology and Systems

- High level proficiency in Xero, Microsoft Excel and Microsoft Office applications.

- Experience using accounting, financial management, or enterprise resource planning (ERP) systems.

10. Probity

- The successful applicant will also be required to undertake and complete a Satisfactory National Police Check.
- A current Victorian Employee Working with Children Check (WWCC)

Desirable

- Experience working within the community health, not-for-profit, government, or funded services sector.
- Knowledge of grant funding arrangements, health sector funding models, and reporting requirements.
- Membership of, or progress towards membership of, a recognised professional accounting body (CPA Australia, CA ANZ, or equivalent).

For further information about the position contact Mark Fitzpatrick on 03 5406 1260

To view the position description please go to <https://www.bchs.com.au/careers/current-jobs>

Applications addressing the **Key Selection Criteria** should be emailed to recruitment@bchs.com.au

Bendigo Community Health Services encourages applications from individuals of all backgrounds and abilities.

Applications will be acknowledged upon receipt. Applicants are requested to contact Human Resources on telephone 5406 1555 if an automatic acknowledgement has not been received.