

POSITION DESCRIPTION FORM – SURF LIFE SAVING WESTERN AUSTRALIA

Department:	Corporate Service
Position Title:	Financial Accountant
Position Level:	Coordinator
Location:	7 Delawney Street, Balcatta WA 6021
Main Purpose of Role:	Applies principles of accounting to analyse financial information and prepare financial reports as required by SLSWA.
Subordinate Staff:	Accounts Officer x 2
Reporting To:	General Manager – Corporate Services
FTE:	0.6 - 1.0 (45-75 hours per fortnight)

Position Description
The Accountant is responsible for applying principles of accounting to analyse financial information and prepare financial reports as required by legislation and in accordance with the SLSWA Business Plan, and to manage and enhance the efficiency of the support functions of the business.

Position Deliverables		
Key Outcomes	Key Activities	Performance Indicator
Systems and Processes	<p>Drive internal financial policies and control procedures throughout the organisation</p> <p>Manage processes and systems changes whilst at the same time ensuring compliance with relevant legislative and statutory requirements</p> <p>Ensure prompt and accurate payment of all accounts, wages, etc., and the issuing of all invoices</p> <p>Be proactive in the continuous improvement of accounting, reporting and internal control systems</p>	<p>Ensure integrity of financial data</p> <p>Preparation for ACNC compliance across SLSWA – successful registration of all Clubs as a Charity</p> <p>Information provided is accurate Internal/external deadlines are met</p> <p>Level of satisfaction of internal/external customers</p>
General Ledger and Reporting	<p>Accurately control and report on the financial position of SLSWA</p> <p>Prepare financial management reports</p> <p>Continuous management and support of budget and forecast activities</p> <p>Prepare reports for Executive Meetings and respond to requests for information from the Executive</p> <p>Evaluate and advise on business operations including revenue and expenditure trends, financial commitments and future revenues</p> <p>Develop an overall Financial snapshot of SLSWA incorporating West Australian clubs</p>	<p>Reporting timeframes are met Monthly reporting processes are in place and effective</p> <p>General ledger closed in accordance with timetable</p> <p>Level of satisfaction of users of financial information</p> <p>Have an understanding of WA Clubs financial performance to provide feedback on clubs and areas of concern Consolidated Statement</p>



External Audit	Prepare for financial audit and coordinate the audit process	Liaise with Auditors and ensure a timely response and implementation of audit recommendations
Budgeting and Forecasting	Develop and maintain the SLSWA Budget Meet the forecast requirement of the SLSWA Board of Directors	Reporting timeframes are met
Fiscal Strategy and responsibilities	Ensure SLSWA meets relevant Federal and State legislative requirements, in particular, the ATO, ACNC, Department of Commerce, and ABS Manage all accounting functions and ensure complete integrity of financial systems for the management of cash, banking procedures, payroll and payments	Integrity of information Meaningful accounting support to non-financial staff members is provided Level of understanding of the information provided Feedback from non-financial staff All relevant legislative and accounting policies and all procedures adhered to

Selection Criteria	Essential/ Desirable
<p>Experience</p> <ol style="list-style-type: none"> 3 years' experience in the management of financial systems and budgets, financial reporting, financial data analysis, auditing, and providing financial advice Demonstrated experience working in a not-for-profit Experience with Attaché <p>Skills</p> <ol style="list-style-type: none"> Ability to plan and prioritise tasks Strong communication skills Attention to detail and accuracy Problem identification and analysis Supervisory skills Advanced ability to analyse data and to draw appropriate conclusions <p>Qualifications</p> <ol style="list-style-type: none"> Accounting qualification or equivalent (CPA or CA) Eligible for Working with children's check <p>Special Requirements</p> <ol style="list-style-type: none"> None 	<p>Essential</p> <p>Desirable Desirable</p> <p>Essential Essential Essential Essential Essential Essential</p> <p>Essential Essential</p>

<p>Prepared by: Rob Murphy</p> <p>Position title: General Manager – Corporate Services</p> <p>Date: June 2026</p>
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