

CORPORATE ACCOUNTANT

Job Description

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CORPORATE ACCOUNTANT JOB DESCRIPTION

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Summary

Job Title	Corporate Accountant
Job Type	Permanent part time 20+ hours per week
Location	Office location, provision for remote work
Reports to	Chief Financial Officer
Remuneration	\$85,000 per annum pro rata excluding Superannuation

Company background

Castlepoint is a disruptive solution that provides command, control, and compliance over all information, in every system, through a single pane of glass. Castlepoint reads, registers, classifies, and manages information from all systems in a network, using Artificial Intelligence.

Castlepoint Systems is dedicated to ensuring that our operations are conducted ethically, in accordance with applicable laws and best practices, and in the best interests of our clients, our community, and the environment. Our vision is to make the world a better place by changing the way organisations manage information, so that people, communities, and companies are safer and smarter.

We have committed to becoming an employer of choice, one that attracts likeminded, hardworking people through flexibility and other real, developmental benefits that improve the lives of our staff. We are a feminist company, and believe strongly in supporting men and women to take equal roles in the workplace and at home. We enforce pay equity, and pay superannuation throughout parental leave. We seek to employ people who represent community demographics, including younger and older people, indigenous people, migrants, people with a disability, and LGBTQIA+ people. We also provide a fantastic working environment, with meals provided, sit/stand desks for all staff, modern equipment, free parking, multiple workspaces (including outdoor), in a leafy and accessible central location.

To help ensure that our employees can enjoy a high standard of living, we aim to pay above the market rate for their skills, qualifications, and experience level. We then invest heavily in our people with formal Development Plans, reviewed twice-yearly, committing to internal mentoring, paid training, and other development opportunities with a goal of continually increasing their marketability. As employee skills increase, we assign more responsibilities, and we then adjust their wages and titles upwards commensurately. We also support employees to develop skills and experience in areas not directly related to their roles if they have an interest in those types of development. We have a policy of salary transparency for all employees, including the Executive, to help combat unconscious bias and foster gender equality.

Castlepoint also supports our employees with an Employee Assistance Plan, and skilled HR professionals with experience in mental health and workplace cohesion. We support our staff to practice religious and cultural observance during work time using flexible working arrangements, and to be free of discrimination based on their beliefs. We encourage communication between all areas of the business, and provide regular updates from the executive team on company activities and initiatives. Our culture is genuinely supportive, and employee satisfaction is extremely high.



Position Overview

Primary purpose of the position

The Corporate Accountant is responsible for delivery of complete, accurate and timely monthly financial reporting, ensuring that all aspects of the finance function are operating effectively to provide information to management. You will be a key member of the team, ensuring the accurate recording of financial information and the smooth flow of financial data to the company. This broad and responsible role will give you enormous practical experience within the company, wide lines of communication, and an opportunity to be hands-on within a rapidly growing tech company.

This will include:

- Liaising closely with the sales and project teams to ensure that customers are invoiced correctly and on a timely basis
- Managing the Accounts Payable function, including ensuring that invoices are in line with agreements, that payments are processed in accordance with terms, and that cash is reconciled on a regular basis
- Ensuring that tax compliance is up to date and accurate, including lodging IAS/BAS returns
- Processing month-end entries to ensure that the financial accounts are correctly accounted for on an accruals basis, including amortising annual revenue contracts and recognising income in accordance with AASB 15
- Becoming a central part of the HR process and processing payroll
- Updating monthly reporting for the board and management.

The Corporate Accountant reports to the CFO.

Key Challenges

The finance function is expanding as this growing business expands. You will be expected to assist with the further development of financial controls and reporting excellence.

Duties and Responsibilities

Responsibility	Breakdown of Tasks	Outcomes/Measures
Accounts 20% time/effort	Accounts Payable Invoicing Quotes	Quotes and invoices to be raised in Xero on request by Project Managers. Responses expected on short timeframes.
Payroll 15% time/effort	Payroll Payroll tax PAYG and Super payments	Monthly payroll to be paid to approx. 25 staff, leave balances maintained and help desk provided to employees.
Reporting 20% time/effort	Month end accounts Accounts reconciliations Data integrity Chart of Accounts maintenance	Analysis of accounts to be performed and monthly journals input by working day 7 of the month.



Responsibility	Breakdown of Tasks	Outcomes/Measures
Banking 10% time/effort	Bank reconciliations Cash management	To be performed regularly to ensure that accounts are correctly coded and up to date.
Executive support 20% time/effort	General accounting and Board support	Support to be provided to CFO and senior staff, including the Board.
Project support 15% time/effort	Monthly effort reporting	Effort tracking reports to be run and used for input to invoicing requests by Project Managers.

Skills and Experience

Qualifications:

- Relevant Australian Accounting qualification

Experience:

- Minimum 5 years previous experience in a similar role

Skills:

Knowledge, skills, and abilities	Essential	Desirable
Intermediate to advanced Microsoft Office skills, especially Excel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent verbal and written communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Organised and able to meet deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proficiency in Xero or similar accounting package	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sound understanding of accounting and finance principles	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience working in IT industry	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Attention to detail with high level of accuracy in data input	<input checked="" type="checkbox"/>	<input type="checkbox"/>