

Position Description

Assistant Accountant



SMART THINKING

Our Vision

Northern Inland Credit Union (NICU) is committed to helping its Members find smarter ways to manage their money by offering smart financial solutions and building strong, enduring relationships. This shapes products and service delivery and drives the core strategic objective to achieve Main Financial Institution status with Members. By encouraging new Member growth, increasing the value of existing Members and exceeding Member expectations through personalised service and innovative technology, NICU is committed to being the premier local alternative to the big banks in north western NSW. NICU seeks team members who are committed to operating in a Member-centric environment.

Job Purpose

The Assistant Accountant supports NICU's finance function by assisting with general ledger reconciliations, month-end processing, reporting preparation and compliance activities. This role suits a recent accounting/finance graduate who is working towards a CPA/CA qualification and is looking to build practical experience in a small, collaborative finance team.

Required Smart Values

Our Values

Our values guide how we show up for our members, our communities and each other every day:

- **Fairness and Inclusion** – We create a respectful and supportive workplace where our people feel valued, treated fairly, and able to contribute. We make considered decisions that are ethical, consistent and aligned to our purpose.
- **Simplicity that Serves** – We focus on what matters most, removing unnecessary complexity so our products, services and processes genuinely help our members.
- **Innovation & Agility** – We embrace improvement, adapt to change, and look for practical ways to do things better for our members and our organisation.
- **Trust & Transparency** – We act with integrity, communicate openly, and take accountability for our actions and decisions.
- **Community Commitment** – We are committed to the communities we serve, contributing in meaningful ways that align with our values and long-term sustainability.

Responsibilities

The Assistant Accountant performs duties in accordance with documented policies and procedures, within delegated authority, and under the direction of the Head of Finance, your responsibilities include:

Month-End Support and General Ledger

- Assist with month-end close activities, including journals (accruals, prepayments), supporting schedules and checklist completion.
- Prepare and maintain balance sheet reconciliations for assigned accounts; investigate and resolve variances.
- Support clearing and suspense account management in conjunction with the Accounts Officer.
- Completion of fixed asset accounting (additions, disposals, depreciation schedules) and related reporting.

Financial Reporting and Analysis

- Prepare draft management reporting schedules, variance analysis and commentary for review by the Head of Finance.
- Assist with preparation of reports, ratio calculations and ad-hoc analysis.
- Support data quality checks and reconciliations between source systems and the general ledger.

Compliance, Audit and Regulatory Support

- Prepare draft regulatory return workpapers, data extracts and evidence packs for Head of Finance approval and submission.
- Prepare taxation workpapers and supporting documentation for Head of Finance approval and lodgement.
- Support internal and external audit requests by preparing PBC schedules and collating evidence.
- Maintain awareness of changes to accounting standards and regulatory expectations, escalating impacts to the Head of Finance.

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Budgeting and Forecasting Support

- Assist with budget data collection, modelling, and reporting packs.
- Maintain budget/forecast templates and support variance reporting.

Systems, Process and Team Support

- Support the maintenance of finance process documentation, templates and standard operating procedures.
- Participate in testing and training for finance systems changes; assist with user guidance and documentation.
- Provide backup support for transactional processing (AP/AR/payroll tasks) during leave periods, as trained and authorised.

Continuous Improvement & Process Optimisation

- Identify, propose and implement continuous improvement initiatives to streamline Assistant Accountant processes (month-end close support, journals, balance sheet reconciliations, reporting schedules, and reporting preparation), reducing manual effort, cycle times and error rates while maintaining strong controls.
- Maintain and improve standard operating procedures, templates, checklists and workflow documentation for Assistant Accountant tasks (including reconciliation templates, journal support requirements, workpaper standards, and reporting pack build steps); ensure updates are communicated and version controlled.
- Improve reporting efficiency and quality by standardising data sources, automating repeatable calculations (where feasible), and implementing controls for data validation (e.g., reconciliations between source systems and GL, variance thresholds, and exception logs).
- Support system/process changes by participating in testing and training, and by validating that changes achieve intended efficiency outcomes (e.g., reduced manual handling, fewer exceptions, faster close/pack turnaround).

Risk Management

Supports the application of finance controls and promptly escalates control exceptions, errors or unusual transactions to the Head of Finance.

Position Parameters

- Performs tasks and service requirements with due diligence within the guidelines as set by management
- Operate with due diligence within management guidelines, policies, procedures and deadlines.
- Operate within delegated authority and in line with the Delegated Authority Schedule..
- Undertake required training and professional development, including progress towards CPA/CA.
- Participate in projects, continual improvement and risk management processes.
- Other duties within skills, qualifications and experience.

Performance Review

Regular reviews against Northern Inland's objectives and values and position's objectives and competencies set by management.

Employment Conditions

Appointed by	CFO
Reports to	Head of Finance
Hours of work	Full-time (as per NICU standard hours), with reasonable additional hours as required and with reasonable notice.
Location	NICU Head Office Tamworth, with reasonable travel to other sites for work related purposes.
Remuneration	Level 6, Banking Finance and Insurance Award (the Award) and superannuation guarantee.
Leave	In accordance with the Award. Fulltime: 4 NICU Personal Leave Days per calendar year, accruing one per quarter; not cumulative. 1 Personal Leave Day in lieu of Bank Holiday per calendar year; not cumulative.

Inherent and desirable criteria

Essential	Fit & proper: Clear APRA, ASIC and criminal history checks
	General: Presence on site during business hours. Ability to carry up to 5kg over short distances using manual handling aids.

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	<p>Qualifications & Experience: Tertiary qualification in Accounting, Finance or related discipline (completed or near completion). Commitment to commence or continue CPA/CA studies.</p>
	<p>Skills:</p> <ul style="list-style-type: none"> • Strong attention to detail and willingness to learn. • Proficiency in spreadsheets (Excel) and ability to learn finance systems quickly. • Clear written and verbal communication skills. • Strong problem-solving abilities and the capacity to work independently as well as collaboratively • Excellent analytical skills, with the ability to interpret and analyse financial data • Integrity and discretion when handling confidential information.
	<p>Attributes: Professional appearance. Attention to detail. Positive work ethic and demonstrated experience in interacting with team members to achieve strategic objectives. Commitment to completing training requirements.</p>
Desirable	<ul style="list-style-type: none"> • Prior experience working in a Financial Institution • Some exposure to accounting software/ERP systems. • Experience in a regulated industry (placement, internship or part-time). • Exposure to data/BI tools (e.g., Power BI).

Effective: 25 March 2026

I have read this Position Description. I agree to comply with its provisions. I am of good fame and character. I am a fit and proper person to carry out my obligations in an honest and fair manner. I am not an undischarged bankrupt. I undertake to advise NICU of any matters which may lead to a conflict of interest arising from my continued appointment. I acknowledge my continued appointment is subject to fit and proper checks, verification of my qualifications, and independent reference checks.

Name: Signature: Date: