

Position description

Position title:	Senior Finance Accountant
School/Section/VCO:	Finance
Campus:	Mt Helen or Berwick Campus. Travel between campuses will be required.
Classification:	Within the HEW Level 9 range
Employment mode:	Fixed-term appointment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Time fraction:	Full-time
Recruitment number:	849032
Further information from:	Mr Peter Hicks, Associate Director, Finance Telephone: (03) 5327 9388 E-mail: p.hicks@federation.edu.au
Position description approved by:	Mr Peter Hicks, Associate Director, Corporate Finance Mr Richard Harris, Director, Finance

This position description is agreed to by:

Employee name

Signature

Date

The University reserves the right to invite applications and to make no appointment.

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
Document owner: Manager, HR Shared Services

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Position summary

The Senior Finance Accountant will lead the team which is responsible for the monthly close down of the accounts and delivery and production of Annual Financial Statements, ownership over the monthly, half-year and year-end timetables and deliverables.

The Senior Finance Accountant is required to perform a variety of functions to ensure that the Financial Accounting and Systems Team meet responsibilities in terms of reporting, compliance and the provision of financial information across the institution.

The Senior Finance Accountant will provide technical and practical expertise and support to Finance and University staff in areas of financial accounting, the application of Australian and International Accounting Standards and relevant government and tax legislation.

The Senior Finance Accountant will develop, recommend and implement policies and procedures to ensure the compliance with appropriate accounting standards and audit requirements.

The Senior Finance Accountant will discharge the University of its obligation to comply with statutory reporting requirements under various Acts and accounting conventions, namely Australian Accounting Standards, Department of Education and Training, Financial Management Act and Financial Reporting Directives from the State Minister of Finance.

The Senior Finance Accountant will also play a significant support role in key projects, which will involve detailed financial analysis.

Key responsibilities

1. Lead the preparation of monthly and annual financial statements ensuring the close is met in accordance to strict deadlines. Ensure comprehensive associated working papers are prepared and documented.
2. Analytical review of month end results investigating material variances and trends and advising management/ taking corrective action as required.
3. Continually develop, review, monitor and provide recommendations for changes to major policies, procedures, accounting standards, audit and legislative requirements including liaison with internal and external stakeholders.
4. Analyse and determine the appropriateness of entries to the General Ledger to ensure general ledger integrity and validation.
5. Lead, manage and develop the Financial Accounting and Finance Research teams to ensure that improved financial literacy is continually developed within the team including the use of innovative current practices.
6. Research and provide quality advice and reports to financial inquiries by gathering, analysing, summarising and interpreting data to ensure that the matters raised are handled
7. Lead the co-ordination of the Victorian Auditor General appointed audit team during site visits and throughout the audit process culminating with the issuance of the Auditor General Audit opinion for the University and Subsidiary annual accounts.
8. Conceptualise, develop and implement accounting and financial management policies and procedures that comply with relevant Australian Accounting Standard, Ministers Directives and legislative requirements.
9. Provide strategic support and advice in relation to the utilisation of technology and integration to encourage automation.

10. Oversight of Balance Sheet reconciliations to ensure the completeness and accuracy of the University's Balance Sheet.
11. Build and enhance relationships and financial networks working collaboratively with all key stakeholders both internal and external to the University.
12. Develop and maintain strong inter team relationships to ensure critical finance reporting requirements are met, and staff are kept technically apprised of changes to Australian and business process changes are implemented in order to adhere to Australian Accounting Standards and State Government directives.
13. Develop the reporting methodology for the University's annual capital plan. Overseeing the accuracy and completeness in recording and reporting University's fixed assets and attractive items registers, ensuring policies and procedures are adhered to.
14. Lead the establishment of a culture of high performance, professionalism and continuous improvement that encourages individuals and teams to identify opportunities and solutions to improve service delivery.
15. Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
16. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Senior Finance Accountant works under broad direction and reports to the Associate Director, Corporate Finance while working to determine outcomes consistent with the objectives of the Financial Accounting and Systems Section and the wider organisational context.

The Senior Finance Accountant supervises the Financial Accounting and Finance Research teams.

The Senior Finance Accountant will require a detailed understanding of the operating environment of the University and the sector as a whole; statutory obligations of the Institution; and an in-depth understanding of internal financial policy and procedures

The position has the responsibility to understand the complex operating environment of the institution and the ability to determine what information is required to successfully fulfil their role. This also includes modelling the information in a manner which is useful in informing the strategic financial planning process of the University.

The Senior Finance Accountant will be able to supply timely accurate data to senior management on which they are able to depend for decision-making.

Training and qualifications

Post graduate qualifications in accounting, commerce, business or economics, or extensive experience, or an equivalent combination of relevant experience and/or education/training.

Membership of Institute of Chartered Accountants in Australia (CA) or Certified Practising Accountants Australia (CPA) or equivalent.

Position/Organisational relationships

The Position requires interaction and communication with a wide range of stakeholders across all areas of the University as well as external stakeholders.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. Post graduate qualifications in accounting, commerce, business or economics, or extensive experience, or an equivalent combination of relevant experience and/or education/training. Extensive experience as a Financial Accountant, Auditor or Internal Auditor in a medium to large corporate environment.
2. Demonstrated experience in leading the preparation of the Annual Financial Statements of a large complex organisation.
3. Demonstrated experience in the utilisation of a large finance system (ERP) to produce financial reports and adapt quickly to new systems.
4. Demonstrated advanced skills in the use of Microsoft Excel.
5. A working knowledge, understanding and application of Australian Accounting Standards as applicable to the University Sector.
6. Demonstrated ability to communicate financial data to non-financial staff members.
7. Demonstrated ability to lead, motivate and develop a high performing team to achieve organisational outcomes in a complex and competitive environment.
8. Demonstrated experience in providing complex financial and accounting policy advice to senior management, including the analysis and presentation of financial data, and the preparation of briefing papers for executive.
9. Demonstrated analytical skills to interpret and comprehend financial and non-financial data.
10. Demonstrated capacity to analyse, integrate, articulate and contribute to procedural and organisational change, policy development and initiatives.
11. Demonstrated alignment with the University's commitment to child safety.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.