POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	OPERATIONS ACCOUNTANT
Position no:	30007064
Team:	[Corporate Services]
Department:	Finance Department
Location:	Collinswood
Reports to:	SENIOR OPERATIONS ACCOUNTANT 30005754
Classification:	Administrative/Professional
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 5]
HR Endorsement:	7/10/2026

Purpose

As part of the Finance & Operations team, contribute to maintaining the integrity of the general ledger and assist with the delivery of effective and efficient accounts payable and banking services to achieve corporate objectives.

Key Accountabilities

- Under the general direction of the Senior Operations Accountant and/or Senior Financial Accountant:
    - Prepare journals and account reconciliations;
    - Prepare ad hoc financial reports as required;
    - Draft correspondence and attend to general enquiries;
    - Maintain department filing and financial systems;
    - Prepare reports and analyse variances;
    - Provide accounting services and advice to relevant business areas;
    - Provide assistance and support with the preparation of financial statements;
    - Prepare analysis, including trend and variance analysis, for month end reporting.

- Maintain documentation on the section's work procedures and instructions.
- Supervise and guide the work of the Accounts Officer(s) responsible for overseas payments.
- Assist the Senior Operations Accountant to maintain the integrity of the ABC's banking operations, including – but not limited to – the completion and/or review of daily funds reporting, reconciliations, bank account maintenance, oversight of bank account activity, management of relevant internal controls and relationship management with the ABC's banking partners.
- Provide support and backup to Accounts Officers and the Accounts Payable/Receivable Administrator as required.
- Provide technical advice to the Senior Operations Accountant and/or other manager in Finance in relation to the interpretation and application of relevant accounting standards.
- Assist the Senior Operations Accountant to review relevant processes and procedures to identify opportunities for improvement.
- Assist with the development, implementation and maintenance of accounting policies and procedures and systems where appropriate.
- Perform other duties/complete other projects consistent with the position's classification.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Qualified accountant professional accountant (CPA or CA). Exemptions may be granted in cases where the applicant has completed other substantial accountancy studies or demonstrates substantial knowledge, experience and competence relevant to the position.
2. Developing team leadership and mentoring skills.
3. Accomplished knowledge of – and experience with – Windows based PC applications such as Microsoft Word and Microsoft Excel, spreadsheets and finance systems.
4. Accomplished oral and written communication skills and the ability to interpret, develop and apply assets policies and procedures. Proven administrative skills.
5. Thorough technical knowledge of relevant accounting requirements and practices in relation to banking, accounts payable/receivable and financial accounting, and experience applying these.
6. **ABC Values:** Demonstrated personal commitment to fostering an inclusive and respectful environment, grounded in integrity and aligned with the ABC Values of aiming high, thinking differently, taking ownership, and delivering together.
7. **ABC Policies:** Understanding of the relevance and scope of ABC Policies and the ABC Values and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Values.
8. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.