



## POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	GRADUATE FINANCIAL ACCOUNTANT
Position no:	50057835
Team:	[Finance]
Department:	Financial Services and Reporting
Location:	Collinswood
Reports to:	SENIOR FINANCIAL ACCOUNTANT 30005757
Classification:	Administrative/Professional
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 3]
HR Endorsement:	1/09/2022

### Purpose

To provide general financial accounting support across the Financial Services and Reporting department.

### Key Accountabilities

- Perform the following duties under the close guidance of the Senior Financial Accountant and other senior Financial Services and Reporting staff:
  - Preparation of journals and account reconciliations;
  - Provision of assistance and support with the preparation of quarterly and annual financial statements;
  - Preparation of adhoc financial reports as required;
  - Draft correspondence and attend to general enquiries;
  - Maintain department filing and financial systems;
  - Prepare reports and analyse variances; and
  - Input data into systems, including but not limited to monthly GL journals.
- Under the close direction of Financial Services and Reporting staff, provide accounting services and financial management advice.

- Assist in the development, implementation and maintenance of accounting policies and procedures, and systems where appropriate.
- Carry out minor projects as required.
- 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. Appropriate secondary education and completion or near completion of relevant tertiary qualification leading to eligibility for membership of a recognised Australian accounting body.
2. Sound numeric skills and the ability to draw conclusions.
3. Ability to exercise initiative with an aptitude for accuracy and attention to detail.
4. Good interpersonal and communications skills.
5. Demonstrated proficient ability to prepare written documentation clearly and accurately.
6. Knowledge and experience with relevant computer based systems.
7. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
8. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles 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 Principles.
9. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.
10. Demonstrated knowledge and understanding of Aboriginal and/or Torres Strait Islander cultures and an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people. And, ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.



[www.abc.net.au/careers](http://www.abc.net.au/careers)