POSITION DESCRIPTION

Position Title: Financial Accountant – Group and Tax
Organisation Unit: Finance and Business Services
Position Number:  
Type of Employment: Fixed-Term, Full-time
Classification: Hew Level 8

THE UNIVERSITY OF QUEENSLAND

The University of Queensland, ranked consistently among the world’s top universities according to several key independent rankings, has educated and worked with outstanding people for more than a century to deliver knowledge leadership for a better world.

Organisational Environment

The Finance and Business Services Division, headed by the Chief Financial Officer, provides financial management services to the University. There are approximately 85 employees in the Division. The main activities range includes financial reporting, financial planning and analysis, contract and grants accounting, treasury, and operational functions such as accounts payable, procurement, accounts receivable, insurance and corporate financial systems.

FBS Mission Statement and Values

Securing UQ’s financial future through expert advice, systems and support.
FBS values professionalism and accountability. We treat everyone with respect, and work collaboratively to deliver excellent service.

Information about Finance and Business Services may be accessed on the website at https://professional-services.uq.edu.au/finance/about.

DUTY STATEMENT

Primary Purpose of Position

To help ensure the University complies with taxation obligations and to assist in the preparation of consolidated financial statements, both for statutory and management purposes.

Duties

Duties and responsibilities include, but are not limited to:

Group Accounting

• Assist the Corporate Finance team with the statutory financial statements including full note disclosures for the UQ and the UQH consolidated groups. The accounts should be prepared under AIFRS and comply with relevant DEEWR guidelines and Queensland Treasury Guidelines. These accounts must be prepared in sufficient time for audit to take place under DEEWR, QLD Treasury and Corporations Act requirements.
- Assist the Corporate Finance team with the preparation of quarterly consolidated financial statements and commentary for UQ and the UQ Holdings groups.
- Assist the Corporate Finance team with the preparation of monthly reports and commentary for UQ and the UQ Holdings groups.
- Assist the Corporate Finance team with the preparation of journal entries required to consolidate the controlled entities into the UQ and UQH statutory financial statements.
- Reconcile inter-entity receivable and payable balances between UQ and controlled entities and preparing related balance sheet reconciliations.
- Prepare monthly accounting journals to account for transactions between UQ and controlled entities.
- Maintain the accounting records and processing payments for smaller group entities.
- Responsible for day to day correspondence with auditors as required.
- Act as primary contact and liaise with controlled entities as and when required.
- Assist the Associate Director, Corporate Finance, on special projects that may arise from UQ and the Board of UQ Holdings.

**Taxation**

- Provide expert advice regarding indirect taxation matters to University management, faculty and school finance officers and other clients as required in a timely manner.
- Develop a detailed knowledge of relevant taxation legislation and its applicability to the Higher Education sector.
- Facilitate training sessions on indirect taxation matters to internal stakeholders.
- Coordinate the preparation, reconciliation and lodgement of the monthly UQ BAS in an accurate and timely manner.
- Coordinate the preparation, reconciliation and lodgement of the monthly and/or quarterly BAS for smaller group entities in an accurate and timely manner.
- Assist the Corporate Finance team with the preparation, reconciliation and lodgement of annual FBT return in an accurate and timely manner.
- Prepare, reconcile and submit monthly balance sheet account reconciliations.
- Perform a monthly audit and review of FBT and GST accounts to ensure compliance with legislation and investigate any errors or unusual transactions.
- Process journal entries for UQ staff to correct FBT and GST errors.
- Identify and implement tax reduction and mitigation strategies for the University where discovered and appropriate.
- Assist the Associate Director, Corporate Finance, on special projects that may arise.

**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- The [University's Code of Conduct](#).
- Requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School.
- The adoption of sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#).
- Requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University.
Organisational Relationships
The position reports to the Senior Financial Accountant – Group Accounting and Tax and the Associate Director, Corporate Finance.

SELECTION CRITERIA

Essential

• A degree in commerce or business (specialising in accounting), or an equivalent combination of relevant experience and/or education/training.

• Membership of a professional accounting body (e.g. CPA/ICAA).

• No less than five years’ experience working predominately in a tax, financial accounting or audit role.

• Demonstrated experience (at least three years) of working in a large complex organization.

• Experience with planning of complex tasks and procedures, and preparation of appropriate policies.

• Demonstrated ability to critically review, develop and implement new systems and procedures that contribute to increased operational efficiency.

• Knowledge of indirect taxes (GST and FBT) and Australian Accounting Standards.

• Substantial relevant experience in the use of mainframe computerized accounting systems for the extraction of data and the preparation of reports.

• Demonstrated extensive experience with data manipulation using advanced tools such as Excel.

• Enhanced analytical, conceptual and problem-solving skills.

• Demonstrated high level of numeracy and literacy skills.

• High degree of accuracy and attention to detail.

• Highly innovative and intuitive in approach.

• A proven ability to be highly organised and self-managing, with a willingness to accept responsibility.

• Demonstrated ability to meet tight deadlines, set realistic goals and establish work priorities.

• Strong communication and interpersonal skills, with the ability to interact at all levels.

• Pronounced client service orientation and willingness to understand and accommodate the expectations of customers.

Desirable

• Experience working in a tertiary education environment.

• Experience working with MYOB.

The University of Queensland is committed to equity, diversity and inclusion.