## Position Description

<table>
<thead>
<tr>
<th>Title:</th>
<th>Senior Accountant – Revenue &amp; Leases Project</th>
<th>HEW Level:</th>
<th>HEW 8</th>
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</thead>
<tbody>
<tr>
<td>Office:</td>
<td>Finance</td>
<td>Position Number:</td>
<td>TBA</td>
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<tr>
<td>Department:</td>
<td>Financial Control and Treasury</td>
<td>Date:</td>
<td>January 2018</td>
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**Position Purpose:** Support the *Business Lead – Revenue & Leases* to prepare the University and its Controlled Entities in the areas of standard interpretation and application, reporting development, process re-design and stakeholder communications for a major change in the Revenue and Leases Standards – which will be effective from 1 January 2019.

### ORGANISATIONAL CONTEXT

The Finance division provides a broad range of Financial Services to support the University’s mission of teaching and research.

Within the Finance division, the Financial Control and Treasury department drives strong financial governance over the University’s financial results, provides external reporting to government and grant funding bodies, manages cash liquidity, debt and investment needs, ensures adherence to external Accounting Standards, performs complex financial asset valuations, manages the University Fixed Asset register, and supports the academic community in managing projects through their financial life-cycle and reporting on external research grants.

The Senior Accountant – Revenue and Leases Project is a new role within the Financial Control & Treasury department, created to provide critical support to a large, strategic project to ensure that the University and its Controlled Entities are fully prepared for the implementation of the new Revenue and Leases Accounting Standards, which will be implemented from 1 January 2019.
**KEY ACCOUNTABILITIES**

- In collaboration with the Business Lead, Revenue and Leases, undertake practical investigation and solution development across all elements of implementing the new Revenue and Leases Standards across the University and its Controlled Entities (the Group).
- Scope and develop project plan with detailed tasks, timeframes and milestones.
- Working with an external accounting advisory firm to gain an expert understanding of the technical requirements of the new Standards and critically evaluate their application (and implication of their application) by income stream across the Group.
- In collaboration with the Business Lead and stakeholders, develop models to quantify the impact of the Standards on the Income Statement and Balance, both for the year of application and retrospective impacts.
- Work with the Finance Budgeting Team to develop models of the short-term and long-term budgeting impacts of the Standards and critically assess their practical implementation.
- Identify and recommend detailed solutions for changes to reports, systems, processes and roles. Develop and test new reports and processes to ensure fit-for-purpose.
- Manage and initiate engagement with stakeholders across the Group, including organizing and running briefings and training sessions, and supporting operational roles impacted by the change in Standards.
- Prepare briefing papers for the Audit Office (external government body), and the Group’s Audit & Risk Committee regarding the actions taken to successfully implement the new Revenue & Leases Standards.
- Perform any other duties as required and as appropriate for the classification of this position. Comply with relevant EEO and WHS regulations.

**POSITION CONTEXT**

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Director – Financial Control and Reporting</th>
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<tbody>
<tr>
<td>Positions Reporting to:</td>
<td>Nil</td>
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</table>
| Key Direct Clients: | University and controlled Entity Finance Managers and their staff  
NSW Audit Office Manager  
Academics and support staff in the university  
research community  
Donations and leasing department staff |
| Other Key Relationships: | Director – Financial Control & Treasury  
Director – Planning & Performance |
| Budget Accountability: | Nil |
| Role-specific Conditions: | Criminal check |
| Scope and autonomy | Develops and/or modifies programs, processes, systems and/or policies that may impact University-wide projects, process improvement and/or/initiatives. |
| Problem solving | Draws on own knowledge, experience and expertise to identify, develop and implement new initiatives, processes and programs. |
## CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

<table>
<thead>
<tr>
<th>COMPETENCIES Clusters of behaviours required for successful performance.</th>
<th>ATTRIBUTES Personal qualities related to successful performance.</th>
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<tbody>
<tr>
<td><strong>Planning and Execution</strong>: Managing personal time and resources to complete tasks and achieve objectives.</td>
<td><strong>Reliability</strong>: Meeting commitments and responsibilities.</td>
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<td><strong>Problem solving</strong>: Applying independent thinking and solution-focused approach to understanding problems and developing proposals.</td>
<td><strong>Flexibility</strong>: Responding effectively to unexpected or changing circumstances.</td>
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<td><strong>Quality Focus</strong>: Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Initiative</strong>: Taking action, on own accord, to address problems and prevent them from reoccurring.</td>
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<td><strong>Communication</strong>: Effectively grasping and conveying ideas and concepts to others.</td>
<td><strong>Accountability</strong>: Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<td><strong>Service Focus</strong>: Making students, staff, key contacts and their needs a priority.</td>
<td><strong>Integrity</strong>: Maintaining confidentiality, discretion and professionalism</td>
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<tr>
<td><strong>Analysis and Judgement</strong>: Evaluating information and data to solve problems and make decisions.</td>
<td><strong>Interpersonal Impact</strong>: Making a positive impression on others in a range of interpersonal contexts.</td>
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<td><strong>Improvement Focus</strong>: Finding better ways of completing tasks or solving problems.</td>
<td><strong>Resilience</strong>: Dealing effectively with and recovering quickly from setbacks or pressure.</td>
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<tr>
<td><strong>Delivering Outcomes</strong>: Holding high expectations for and pushing self to achieve at high levels.</td>
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Finance/Senior Accountant – Revenue & Leases
### REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

**Qualifications:**
- Bachelor degree in Accounting/Finance or equivalent.
- CA qualification or international equivalent
- Extensive post-qualification experience.

**Other required knowledge:**
- Excellent verbal and written communication skills
- High degree of expertise with Australian Accounting Standards, including their interpretation and application
- Advanced excel skills, with ability to analyse, manipulate and summarise large volumes of data in a robust and controlled manner.
- Report creation via cubing technology.

### ACQUIRED KNOWLEDGE
Organisational and/or professional skills and information to be developed within the first 3 to 6 months for successful performance.

- Knowledge of specific accounting treatments applicable to the University.
- Knowledge of Finance Division's functions, structure, policies, systems, processes and procedures.
- Knowledge of University policies, systems, processes. Knowledge of how the University works and how relevant functions across the University interrelate.
- Understanding of government funding of Universities.

### KEY EXPERIENCES
Practical experiences and exposure to specific environment or activities related to successful performance.

- Accounting or auditing background within a large and complex organisation.
- Evaluating new Accounting Standards, assessing impacts and implementing changes required in a large organization.
- Investigating complex accounting areas and applying technical accounting standards to practical scenarios, resulting in the provision of both process and technical advice to non-finance staff to ensure business processes follow mandatory reporting and accounting policies.
- Effectively managing and influencing multiple stakeholders on large projects.
- Solving problems and independently thinking through complex situations to arrive at sound, practical solutions.
- Extensive use of using large computerised financial systems (Finance One system knowledge helpful but not essential).
- Driving the development of finance policies and procedures.