Position Description

Position Purpose: To support the Group Accounting Manager in all areas of the financial control function including the group treasury function, fixed assets, intercompany, financial reporting, statutory reporting, financial analysis and accounting standards implementation.

ORGANISATIONAL CONTEXT

The Office of Financial Services (OFS) provides a broad range of Financial Services to support the University’s mission of teaching and research.

The Financial Accountant role will report to the Group Accounting Manager in the Financial Control and Treasury Team.

Financial Control and Treasury team has responsibility for the effective governance and control over a broad range of functions including treasury, fixed assets, intercompany and financial accounting.

The Financial Accountant position is a broad scope role providing support to the Group Accounting Manager with the functions outlined above. The role supports the Group Accounting Manager in maintaining effective controls and governance in those functions in the portfolio of the Group Accounting Manager.

It also develops strong, credible relationships with key stakeholders across the organization and external banking contacts.

ORGANISATION CHART

- Chief Financial Officer
- Director, Planning & Performance
- Director, Financial Control & Treasury
- Director, Finance Operations
- Research Reporting Manager
- Group Accounting Manager
- Senior Financial Accountant
- Financial Accountant
- Financial Reporting Officer
- Financial Reporting Officer P/T
## KEY ACCOUNTABILITIES

- Prepare the daily, medium and long term University cash flows including determining the daily cash requirements for the University, providing recommendations and executing approved transfers with the financial institutions.
- Support the effective execution and governance of the University Group-wide inter entity loans and non-cash investments by ensuring appropriate legal paperwork is maintained and investments for each participating lender are tracked and returns accurately calculated.
- Coordinate the effective control and compliance over the fixed asset register of the University including processing, additions, disposals and liaising with Faculty/Office staff for asset verifications and other fixed assets accounting adjustments.
- Support the Group Accounting Manager with the annual revaluation of assets.
- Prepare and post assigned month end journals and ensure all assigned reconciliations in accordance with reporting timetables.
- Prepare month end analysis on assigned areas for monthly executive reporting.
- Support the Group Accounting Manager on submissions for the budget cycle of the University.
- Prepare Group intercompany and elimination reports and journals in accordance with monthly and annual reporting timetables.
- Compile Group financial reports using statutory reporting software.
- Interpret and manipulate large volumes of complex data and transforming into meaningful analysis for management review.
- Support the Group Accounting Manager with assessment of new accounting standards and implantation of new internal processes/reporting.
- Support the Group Accounting Manager on process improvement projects and policy development across functions within the team and cross functionally.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and appropriate for this classification.

## POSITION CONTEXT

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Group Accounting Manager</th>
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<tbody>
<tr>
<td>Positions Reporting to:</td>
<td>Direct: nil</td>
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<td></td>
<td>Indirect: nil</td>
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<tr>
<td>Key Direct Clients:</td>
<td>University Finance staff.</td>
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<td>Controlled Entity Finance managers</td>
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<td></td>
<td>External auditors</td>
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<td>Internal auditors</td>
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<td>External valuation specialists</td>
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<td>External financial institutions partners.</td>
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<td>Other Key Relationships:</td>
<td>Particular staff members in other offices or departments</td>
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<td>Other staff members in own office or department</td>
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<td>Budget Accountability:</td>
<td>Criminal checks</td>
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<tr>
<td>Role-specific Conditions:</td>
<td>Develops and/or modifies programs, processes, systems and/or policies that may impact University wide projects, process improvements and/or initiatives.</td>
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<td>Scope and autonomy</td>
<td>Analyses, designs and develops a range of alternatives and then uses expertise to decide or recommend the best course of action.</td>
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**CAPABILITY FRAMEWORK**

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

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<thead>
<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tbody>
<tr>
<td><strong>Planning and Execution</strong>: Managing time and resources to complete tasks and achieve objectives.</td>
<td><strong>Reliability</strong>: Meeting commitments and responsibilities and deadlines.</td>
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<td><strong>Quality Focus</strong>: Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Perseverance</strong>: Persevering despite obstacles to ensure tasks are completed.</td>
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<td><strong>Communication</strong>: Effectively grasping and conveying ideas and concepts to others.</td>
<td><strong>Flexibility</strong>: Responding effectively to unexpected or changing circumstances.</td>
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<td><strong>Relationship Management</strong>: Establishing effective working relationships with others.</td>
<td><strong>Initiative</strong>: Taking action, on own accord, to address problems and prevent them from reoccurring.</td>
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<tr>
<td><strong>Service Focus</strong>: Understanding and responding to the needs of a range of internal stakeholders.</td>
<td><strong>Accountability</strong>: Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<td><strong>Analysis and Judgement</strong>: Evaluating information and data to solve problems and make decisions.</td>
<td><strong>Integrity</strong>: Maintaining confidentiality, discretion and professionalism.</td>
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<td><strong>Improvement Focus</strong>: Finding better ways of completing tasks or solving problems.</td>
<td><strong>Motivated</strong>: Desire to grow the depth and breadth of experience and develop both technical and other professional skills.</td>
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REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.
- Degree and/or equivalent experience in Accounting/Finance or related experience
- ACA/CPA or international equivalent qualified or substantial progress towards CPA (or equivalent) qualification.
- Knowledge and understanding of the application of the Australian Accounting Standards and the ability to create processes to ensure adherence.

ACQUIRED KNOWLEDGE
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.
- Knowledge of specific accounting treatments applicable to the University. Knowledge of Office of Financial Services’ 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.

KEY EXPERIENCES
Practical experiences and exposure to specific environments or activities related to successful performance.
- Experience in a similar role within a large, complex organization with complex accounting and reporting requirements.
- Treasury function experience across cash management, investments and liaison with external banks.
- Year-end financial reporting and audit liaison experience, including compilation of complex external statutory reports.
- Group consolidation and elimination experience in a high volume complex organization.
- Experience with interpretation of accounting standards and implementing process changes to ensure adherence to the standards.
- Demonstrated experience in analyzing large complex data sets and presenting relevant information to senior management.
- Demonstrated ability to liaise with a broad range of stakeholders, build trust and respond to their needs.
- Investigating existing practices and processes and suggesting improvements.
- Ability to contribute to the development of University policies and procedures.
- Using large computerised financial systems.