Position Description

Title: Financial Accountant

HEW Level: HEW 7

Faculty/Office: Finance

Position Number: 

Department/Team: Financial Control and Treasury

Date: May 2020

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

ORGANISATIONAL CONTEXT

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

Within Finance, the Financial Control and Treasury department drives strong financial governance over the University’s financial results, produces external Group reporting, 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 Financial Accountant position is a broad scope role providing support to all areas of financial accounting and control including the group tax & treasury function, fixed assets, intercompany, financial reporting, statutory reporting, financial analysis and accounting standards implementation.

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

ORGANISATION CHART
### KEY ACCOUNTABILITIES

#### TAX & TREASURY
- Prepare the daily, medium and long term University cash flows including determining the daily cash requirements for the University, liaising with banks to obtain investment rates, providing investment 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.
- Supervise bank matching activities and drive timely and high quality bank reconciliations.
- Perform assigned taxation administration and compliance tasks.

#### FIXED ASSETS
- 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.

#### MONTH-END AND YEAR-END
- Complete individual assigned month-end, year-end and budget preparation activities as per internal timetables, including journals, reconciliations, financial analysis and commentary.
- 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 transform into meaningful analysis for management review.

#### INTERNAL & EXTERNAL AUDIT
- Provision of timely, high-quality information to the external and internal auditors, as per agreed timetables.

#### OTHER
- Support business with new internal processes/reporting.
- Contribute to process improvement projects and policy development across functions within the department and cross-functionally.
- Perform any other duties as required and appropriate for this classification.

### POSITION CONTEXT

**Reports to:**
- Finance Manager – Group Financial Reporting & Fixed Assets
  OR
- Head of Tax & Treasury

**Positions Reporting to:**
- Direct: nil
- Indirect: nil

**Key Direct Clients:**
- University Finance staff.
- Controlled Entity Finance managers
- External auditors
- Internal auditors
- External valuation specialists
- External financial institutions partners.

**Other Key Relationships:**
- Other staff members in own office or department
- Immediate team members

**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 improvements and/or initiatives

**Problem solving**
- Analyses, designs and develops a range of alternatives and then uses expertise to decide or recommend the best course of action.
## 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</th>
<th>Attributes</th>
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<tbody>
<tr>
<td>Planning and Execution: Managing time and resources to complete tasks and achieve objectives.</td>
<td>Reliability: Meeting commitments and responsibilities and deadlines.</td>
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<td>Quality Focus: Ensuring accuracy and quality when completing tasks.</td>
<td>Perseverance: Persevering despite obstacles to ensure tasks are completed.</td>
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<td>Communication: Effectively grasping and conveying ideas and concepts to others.</td>
<td>Flexibility: Responding effectively to unexpected or changing circumstances.</td>
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<td>Relationship Management: Establishing effective working relationships with others</td>
<td>Initiative: Taking action, on own accord, to address problems and prevent them from reoccurring.</td>
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<td>Service Focus: Understanding and responding to the needs of a range of internal stakeholders.</td>
<td>Accountability: Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<td>Analysis and Judgement: Evaluating information and data to solve problems and make decisions.</td>
<td>Integrity: Maintaining confidentiality, discretion and professionalism</td>
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<td>Improvement Focus: Finding better ways of completing tasks or solving problems.</td>
<td>Motivated: 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.

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

**Other required knowledge:**
- High level of verbal and written communication skills
- Strong knowledge of Australian Accounting Standards, including their interpretation and application.
- Advanced excel skills, with experience of analysing, manipulating and summarising large volumes of data in a robust and controlled manner.
- Report creation using technology (Jedox, Essbase,

**KEY EXPERIENCES**
Practical experiences and exposure to specific environments or activities related to successful performance.

- Accounting or auditing background within a large and complex organisation.
- Experience in a similar role within a large, complex organisation with complex accounting and reporting requirements.
- Fixed Asset experience of a large and complex portfolio of assets, including additions, disposals, valuation and reporting activities.
- 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.