



Position Title:	Accountant
Position Classification:	Professional Staff Level 7
Position Number:	316341
Faculty/Office:	N/A
School/Division:	N/A
Centre/Section:	ACICIS Indonesian Studies
Supervisor Title:	Secretariat Manager
Supervisor Position Number:	314542

Your work area

The **Australian Consortium for 'In-Country' Indonesian Studies (ACICIS)** is an innovative, non-profit, national educational consortium that was established in 1994 to develop and coordinate high-quality, semester-long study programs at Indonesian partner universities for Australian university students. The consortium is coordinated by a national secretariat based at The University of Western Australia and governed by a National Reference Group consisting of senior Indonesian Studies academics representing all Australian states. The main objective of the **ACICIS Secretariat** is to oversee and administer the operation of ACICIS' in-country study programs in Indonesia and to provide a central point of contact for ACICIS' member universities.

Reporting Structure

Reports to: Secretariat Manager

Direct Reports: NIL

Your role

The Accountant, reporting to the Secretariat Manager, is responsible for supporting a range of financial management activities associated with the Consortium's annual budget and quarterly reporting cycles. As the appointee you will be responsible for supporting the financial administration, compliance and reporting aspects of the Consortium's operations.

Key responsibilities

- Coordinate the day-to-day financial activities of the Consortium including – but not limited to – assisting with the preparation of short- and long-term budgets, monitoring the Consortium's accounts and relevant budgets and ensuring that expenditure is in line with Host University and Consortium policy and procedure.
- Monitor the Consortium's routine annual and project-specific budgets. In consultation with the Host University's financial services division, oversee the financial acquittal of any external grants and/or funding agreements obtained by or entered into by the Consortium.
- Work with the Secretariat Manager in the consolidation and review of the Consortium's financial management, financial reporting and budgeting.
- Provide high level financial commentary and analysis for submission to the Consortium Director and the Consortium's governing National Reference Group.

- Provide support to the Secretariat Manager in preparing the annual Consortium budget, including forecasting and planning, through analysis of Consortium requirements and in consultation with the Host University's financial services division.
- Input the Consortium budget entries within the Host University budget system.
- Ensure integrity of financial data through appropriate routine reconciliations.
- Provide specialist advice on accounting, reporting and budgeting in relation to the Consortium's financial management.
- Contribute to the establishment, maintenance and development of internal business controls and systems, key performance indicators and operational documentation relating to the Consortium's financial management in accordance with the policies of the Consortium, Host University, and prevailing financial legislation and accounting best practice standards.
- Assist with the preparations of appropriate documentation in support of the independent external auditing of the Consortium's routine financial reports.

Your specific work capabilities (selection criteria)

- Relevant tertiary qualification or equivalent competency in accounting, finance or related disciplines.
- Full professional membership of a recognised Australian accounting or financial services body.
- Substantial experience in financial management (particularly in relation to Higher Education institutions) and sound knowledge and understanding of financial legislation and accounting best practice standards.
- Highly developed analytical skills and written and oral communication skills with the ability to relate to diverse groups within the University and externally.
- Demonstrated ability to work independently, show initiative and achieve results.
- Experience in an environment involving multiple funding arrangements.

Special Requirements

A current National Police Clearance Certificate is required.

Compliance

Workplace Health and Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Equity and Diversity

All staff members are required to comply with the University's Code of Ethics and Code of Conduct and Equity and Diversity principles. Details of the University policies on these can be accessed at http://www.hr.uwa.edu.au/publications/code_of_ethics, <http://www.equity.uwa.edu.au>