



Position Description

College/Division:	Finance & Business Services
Faculty/School/Centre:	
Department/Unit:	Corporate Finance and Financial Reporting
Position Title:	Senior Taxation Accountant
Classification:	ANUO8 (Administration)
Position No:	33818
Responsible to:	Finance Manager
Number of positions that report to this role:	Nil
Delegation(s) Assigned:	-

PURPOSE STATEMENT:

The Senior Taxation Accountant is a key member of the Corporate Finance and Financial Reporting Portfolio within the Financial and Business Services Division (F&BS). They provide high-level support to the Finance Manager and have primary responsibility for the delivery of comprehensive taxation reporting, compliance and advice to the University's Colleges and Portfolio and Administrative Business units.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Senior Taxation Accountant is responsible for delivering timely, effective and high quality GST, FBT, and other taxation related reporting services to the University's Colleges and Portfolio and Administrative business units. They are responsive to relevant University stakeholders and collaborate with the Financial Planning & Analysis and Corporate Finance & Financial Reporting teams of F&BS to lead, develop and implement financial processes, strategies and initiatives across the University.

Role Statement:

Under broad direction this position will;

- Oversee the timely preparation of the annual FBT return, BAS for the University. This includes preparing supporting schedules, co-ordinating the collection of information from relevant stakeholders and liaison with external service provider.
- Prepare regular reconciliations of key financial balances and transaction accounts, ensuring compliance with University Finance Policy and Procedures as well as Australian Accounting Standards and other relevant legislation (as applicable). Liaise with relevant stakeholders where non-compliance with policy and procedure is identified to ensure non-compliance is promptly rectified.
- Analyse complex technical taxation issues, and provide clear and concise advice to relevant stakeholders ensuring that enquiries are attended to and matters are resolved in a timely manner.
- Drive continuous improvement of the taxation reporting processes of the University to improve the efficiency, effectiveness and availability of quality information to help achieve operational best practice in financial reporting.
- Working with the Planning Systems team, Business Systems Office and other relevant stakeholders, ensure that financial reports, supporting schedules and business intelligence tools are maintained and continually improved and developed.

- Work collaboratively with other members of the Financial Reporting team to ensure high level efficient and value added services are delivered consistently across all Colleges, Portfolios, and Administrative divisions.
- Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
- Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

SELECTION CRITERIA:

1. Progress towards relevant postgraduate tertiary accounting, financial or business qualification and demonstrated extensive relevant experience in a complex organisation. Membership of a professional institution (CPA or CA) is required.
2. Demonstrated extensive experience in providing taxation services to a range of diverse stakeholders and clients in a constantly changing, complex and diverse environment. This includes leading a team in a client service environment and a demonstrated ability to liaise with, and influence stakeholders and accurately deliver on challenging objectives with a focus on timeliness and excellence.
3. Demonstrated experience applying contemporary financial management practices and proven analytical, problem solving and decision-making skills, including experience and ability to provide senior management with technical financial advice. This includes proven expertise in developing, interpreting and applying financial policies and procedures.
4. High-level experience in the preparation of all tax related reporting, including the preparation of supporting schedules, liaison with external audit and ensuring compliance with Department of Finance and Australian Accounting Standard requirements.
5. Demonstrated supervisory and team engagement experience in a culturally diverse environment, with an ability to coach and mentor staff, to prioritise workloads and to lead the team to deliver on challenging objectives in a timely manner.
6. Strong organisational and communication and liaison skills with a strong attention to detail, the ability to plan personal workloads, develop, and maintain strong working relationships to influence colleagues and deliver to agreed timelines.
7. Demonstrated computer skills with experience using data warehouse tools, and high-level skills in Excel and across the MS Office Suite is essential. Experience with TM1 or reporting systems will be highly regarded.
8. A demonstrated high level of understanding of equal opportunity principles and occupational health and safety and commitment to their application in a University context.

This position is subject to an Australian National Police Check.

Delegate Signature:		Date:	
Printed Name:		Position:	
References:			
General Staff Classification Descriptors			
Academic Minimum Standards			



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	F&BS	Dept/School/Section	
Position Title	Senior Taxation Accountant	Classification	ANUO8
Position No.	33818	Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see <https://services.anu.edu.au/human-resources/health-safety/measurement-and-evaluation/monitoring-testing>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's	Print	Date:
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