

Role Name: Financial Accountant

Role data

Position no.	E10159	Work Area Profile	Financial Control and Procurement
Work Level Classification	Level 5	Directorate/Business Unit	Finance and Risk
Reports to (role)	Manager – Financial Accounting	Location	Melbourne
No. direct reports	None	No. of indirect reports	None
Version date	April 2024	Tenure	Permanent

Work Area

Ahpra's overall purpose is to protect the public by regulating health practitioners efficiently and effectively to facilitate access to safer healthcare for Australians. Finance & Procurement contributes to this mission by leveraging data, embracing technology and enabling change. By understanding the data that is relevant to decision making and providing in depth analysis where necessary, Finance & Procurement supports the strong functioning of the Agency Management Committee, Finance, Audit and Risk Management Committee, the National Executive, all fifteen National Boards and our co-regulatory partners.

Finance & Procurement help maintain the financial discipline of the National Registration and Accreditation Scheme and financial sustainability of the National Boards so that fees paid by practitioners are kept to reasonable levels in line with the expectations of health ministers.

Financial Control and Procurement stream provides end-to-end financial management, vendor management and effective governance.

Role Purpose

The **Financial Accountant** is responsible for the preparation of month end and financial reporting and data, operating in accordance with Australian financial and accounting standards and statutory compliance obligations, including taxation.

Key Accountabilities

- Stakeholder Management: collaborating with key stakeholders of the financial accounts including the payroll team, other finance teams, auditors and statutory bodies.
- Accurately performing day to day operational activities including reconciliations in preparation for general ledger month end close and other ledgers in a timely manner.
- Ensuring integrity of the financial data contained within Ahpra's accounting systems and that compliance with relevant Ahpra policies and procedures, Australian accounting standards and statutory requirements.
- Ensuring financial controls are adhered to and meet audit requirements and assist in the preparation of the annual financial statements.
- Preparing and delivering schedules and ad hoc financial analysis and reports to stakeholders.

- Actively involved in process improvement opportunities and participating in the team's continuous improvement.
- Health Safety and Wellbeing: Ensuring the workplace provides a safe working environment with the required level of care and respect for its participants. This means to:
 - Take reasonable care for own and others' health, safety and wellbeing
 - Adhere to Ahpra's workplace health, safety and wellbeing policies and procedures.

Capabilities for the role

The Ahpra [Capability Framework](#) applies to all Ahpra employees. Below is the complete list of capabilities and proficiency level required for this position.

Capabilities	Proficiency level
Commits to customer service	Intermediate
Displays leadership	Elementary
Generates and delivers the strategic vision	Foundation
Demonstrates an awareness of the National Registration and Accreditation Scheme (the National Scheme) and the National Law	Foundation
Builds constructive working relationships	Foundation
Communicates effectively	Intermediate
Demonstrates accountability in delivering results	Foundation
Uses information and technology systems	Intermediate
Displays personal drive and integrity	Intermediate

Qualifications/Experience	Required
Qualifications	Relevant tertiary qualifications in accounting and CPA/CA qualification or similar
Experience	<ul style="list-style-type: none"> • Solid experience in month end financial accounting activities in multi-dimensional organisations • Solid experience with Australian Taxation and State/territory regulations, as applicable • Active participation in process improvement activities where the status quo is under challenge • Work environments where a high level of attention to detail is required • Exposure to complex multi-dimensional cost centres

	<ul style="list-style-type: none"> • Proficient use in accounting systems and ERPs
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Key relationships

Internal Relationships	External Relationships
Boards, Directorate management (all levels) and relevant employees	Auditors
Other finance and procurement teams	
Other internal directorates	