

Details

Area	Finance & Assurance
Team	Financial Control
Location	Flexible, all campuses
Classification	HEW level 6
Manager Title	Senior Manager, Financial Accounting Reporting

Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

Deakin campuses sit on Wadawurrung, Wurundjeri, and Eastern Maar Countries, and the University acknowledges, values and deeply respects its connection with the Traditional Custodians and Elders past and present of these lands and waterways. Deakin is the most popular university destination in Victoria for Aboriginal and Torres Strait Islander students and has a rich history of supporting the ambitions of First Nations students, including through the NIKERI Institute (formerly the Institute of Koorie Education).

Deakin aspires to be Australia's most progressive university, with the principles of diversity, equity and inclusion underpinning our approach to education, research, employability, digital delivery, innovation, and partnerships for impact. Our vision is for an inclusive environment where we value and celebrate diversity, embrace difference and nurture a connected, safe and respectful community. We want Deakin to be a place where all staff and students feel included and respected for their unique perspectives and talents.

[Strategic Plans – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

Overview

The Assistant Accountant supports the University Financials function with the operational delivery of university wide accounting services, including business assets, revenue recognition, lease accounting, taxation, cash management, investment management and other general ledger accounting services, to internal and external customers to ensure accounting services are delivered in line with key deadlines across the University. This position applies and complies with accounting standards, taxation regulations, legislation and specific organisational policies, standards and protocols, and implement effective statutory and other external reporting requirements.

The Assistant Accountant also contributes to the production of a diverse range of management and financial reports and prepares balance sheet reconciliations and monthly journals to ensure they are accurate, timely and in line with the relevant accounting standards and University financial policies.

Reporting to the Senior Manager, Financial Accounting Reporting the Assistant Accountant will:

- Act as a coach and work with team members to maintain the accuracy and integrity of the university's financial records
- Prepare and process journal entries, accruals, and adjustments.
- Support the management of cash flow and bank reconciliations.
- Prepare reconciliations of general ledger accounts to ensure financial accuracy and compliance.
- Assist in the preparation of monthly, quarterly, and annual financial reports.
- Support end-of-year financial processes, including audits and financial statements preparation and ensure compliance with accounting standards and university policies.
- Collaborate closely with stakeholders to ensure compliance with university policies and financial regulations and assist in the implementation and monitoring of internal controls to ensure accuracy and integrity of financial reporting.
- Provide financial support and advice to various departments or project teams and respond to inquiries from internal and external stakeholders regarding financial matters.
- Support internal and external audit processes by preparing necessary documentation and reports.
- Work collaboratively with the Financial Control team to achieve departmental goals and participate in training and development activities to stay updated on best practices and regulatory changes.

Accountabilities

- Prioritise work and critical activities, evaluate progress, recognise barriers to achieving outcomes and find effective ways to deal with them.
- Proactively identify opportunities for improvement and take action and actively seek feedback from colleagues and stakeholders on things that are working well and areas for improvement.
- Act as a coach, work with team members to facilitate growth and development and proactively offer support, help and advice to others within and across teams.
- Build rapport with people outside of immediate team in ways that are respectful and inclusive of others and demonstrate an understanding of how all the different areas of the University interrelate and how own area fits in
- Modify behaviour based on self-awareness and feedback to improve personal impact. Focus on personal emotional wellbeing. Adapt well to change and displays a positive outlook in stressful situations.

- Actively seek information to better understand the customer's perspective, follow through and deliver on promises, respond to feedback with openness and transparency and seek to identify ways to better service the customer.
- Build productive relationships with a diverse range of stakeholders and communicate with confidence using examples to increase understanding and support.

Selection

- A degree in accounting, finance or similar discipline with subsequent relevant experience; or
- Extensive experience and specialist knowledge or broad knowledge in technical or administrative fields; or
- An equivalent combination of relevant experience and/or education/training.
- Strong knowledge of general ledger, basic accounting principles and cash management

Capabilities

- **Growth Mindset** open to learning and new experiences, invests in development.
- **Communicates** engages others through persuasive and influential communication.
- **Collaborates** cultivates collaboration across Deakin, strives for shared outcomes, builds partnerships.
- **Engages Other** establishes effective relationships to achieve shared goals.
- **Plans work** plans the delivery of work while balancing priorities and resources.
- **Improves Work** proactively improves the efficiency and quality of processes and systems.

Special Requirements

- This position may require the incumbent to occasionally work outside business hours
- This position requires the incumbent to hold a current Working with Children Check

Note The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.