

<b>Position title</b>	<b>Senior Fund Accountant</b>
<b>Division</b>	Group Finance
<b>Department</b>	Financial Control - Finance Operations
<b>Reports to Position</b>	Senior Financial Accountant
<b>Direct Reports</b>	None

### Our culture and values

We have a clear strategy and important work in place to become Australia's bank of choice.

Our values of **teamwork, integrity, performance, engagement, leadership** and **passion** are at the core of who we are and form the expectation of the behaviours we adopt every day.

We strive to have a culture that drives balanced outcomes; is open and informed for disciplined execution; that celebrates and recognises success; and where the sum is greater than its parts. To achieve this, we focus on four critical behaviours: **act commercially; move fast to help customers achieve their goals; recognise people for their impact; and actively challenge the status quo.**

Together, we're creating a culture we can continue to be proud of; one that will help us reach new heights.

### ROLE PROFILE

#### Your division, your team

Group Finance provides financial management, financial information, and financial solutions. We support the Group by:

- Reporting on and contributing to the Group's financial performance;
- Delivering analysis, insights, and advice;
- Providing corporate property and sourcing solutions; and
- Managing risks and compliance.

Financial Control provides strategic and specialised financial services to the Group through the following teams: Finance Operations, Statutory Reporting and Program Management.

#### The purpose of your role

The objective of the Fund Accountant role is to provide unit pricing and accounting services for the Sandhurst Common Funds and Sandhurst Managed Funds (the Funds).

Key responsibilities include:

- Maintenance and recording of data within accounting systems.
- Establishment and documentation of accounting and record keeping processes.
- Completion of bank and general ledger reconciliations.
- Calculation of daily unit prices.
- Preparation of quarterly, half-yearly and annual Fund distributions.
- Preparation of financial reporting, including Financial Statements

## Your core relationships

### Executives

- Senior Leaders
- Team members within and outside of immediate team
- Auditors

## What you're accountable for

### Accounting

- Establish and develop accounting and record keeping processes to ensure that the correct accounting treatment is consistently applied.
- Calculation and processing of management fees payable and fee rebates payable/receivable.
- Collect relevant information to process month end journals in accordance with Group general ledger close.
- Provide support to the Products team in relation to month end reporting, setting of interest rates and distributions and forecasting the indicative and actual interest rates for the Common Funds.
- Ensure that each Fund is correctly recorded in the accounting systems.
- Ensure all reporting is accurate and provided in a timely manner, meeting all deadlines as required.
- Ensure the timely and accurate completion of bank and general ledger reconciliations and in accordance with policy.
- Preparation/review of quarterly BAS returns for the Funds.
- Preparation/review of quarterly, half yearly and annual Fund distributions.
- In conjunction with the Statutory Reporting team, develop a consistent approach to ensure the accurate application of Accounting Standards.
- Preparation/review of Financial Statements for all required Funds.
- Assist with the external audit of the Financial Statements for all required Funds.
- Respond to audit queries to ensure timely completion of the audit.
- Respond to any Fund accounting related queries and questions.

### Unit Pricing

- Ensure timely and accurate calculation of unit prices for the Funds.
- Responsible for the release of unit prices to key stakeholders including Research Houses, internal management and registry.
- Compile and distribute performance data internally (STL Investment Committee) and externally (ratings agencies, e.g. Morningstar and institutional investors).
- Respond to any unit pricing related queries and questions.
- Timely checking the valuation accuracy of fund's investments in equities, etfs, fixed income, options and futures from various sources (Bloomberg, email from Fund Managers or prices released in the underlying fund's website).

<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Develop and maintain relationships with key stakeholders</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Identify process improvement opportunities and rectify problematic processes.</li> <li>• Development of continuous improvement aimed at reducing operational risk.</li> </ul>
<b>Risk</b>	<ul style="list-style-type: none"> <li>• Ensure compliance with Operational Risk requirements.</li> <li>• Ensure work practices are conducted in accordance with legislation and all Bank risk management and compliance requirements, as specified in Bank policies, corporate and business unit procedures and the staff handbook, and identify and report instances of non-compliance.</li> <li>• Demonstrate consistent behaviour in accordance with the Bendigo and Adelaide Bank Values of Teamwork, Integrity, Performance, Engagement, Leadership and Passion.</li> </ul>

#### **Your knowledge, skills and experience**

<b>Knowledge &amp; skills</b>	<ul style="list-style-type: none"> <li>• Solid technical skills including a working knowledge of Australian Accounting Standards and applying them accurately, understanding of Australian taxation legislation relating to Managed Investment Schemes, chapter 5C of the Corporations Act and the responsibilities of a responsible entity.</li> <li>• Working knowledge of sourcing market prices of equities, fixed income or etfs from Bloomberg, email from Fund Managers or prices released in the underlying fund's website.</li> <li>• Working knowledge of corporate actions, equity dividends or fund distributions, fixed income calculations and incorporating it in the unit pricing.</li> <li>• Effective process focus including efficient delivery, combined with strong control framework.</li> <li>• Excellent communication skills written and verbal.</li> <li>• Excellent time management skills, well organised and adaptable to changing demands</li> <li>• A high level of problem-solving skills and attention to detail.</li> <li>• Display positive team attitude and willingness to assist others within the team/division as required.</li> <li>• Advanced knowledge and capability with Excel and other Microsoft applications.</li> </ul>
<b>Relevant experience</b>	<ul style="list-style-type: none"> <li>• Qualified accountant or experience in a similar role.</li> <li>• Demonstrated experience of fund accounting for managed funds.</li> <li>• Demonstrated experience in taking a solution driving approach, with creativity and lateral thinking.</li> </ul>

#### **Your qualifications and certifications**

- A tertiary qualification in accounting, finance or a related discipline.

**Risk responsibility**

Ensure all work practices are conducted in accordance with all Bank compliance requirements, as specified in Bank policy, corporate and business unit procedures and identify and report instances of non-compliance to appropriately.

## CAPABILITY PROFILE

### Key people capabilities

<b>Role Expertise</b>	<b>Communication</b>
<b>Partnering</b>	<b>Results Focuses</b>

### People capability profile

<b>Relationships</b> Builds and maintains productive relationships with trust and integrity. Works collaboratively and is open to the perspectives of others.	<b>Results Focus</b> Sets and manages relevant goals. Is mindful of and responds to the business environment. Asks for help and reviews for learning.	<b>Grow Self</b> Grows knowledge, is curious and proactively applies learning. Builds resilience and is mindful of impact on others.	<b>Role Expertise</b> Maintains role-specific standards and applies knowledge, skills and experience on-the-job.
<b>Insert proficiency level</b>	<b>Insert proficiency level</b>	<b>Insert proficiency level</b>	<b>Insert proficiency level</b>
<b>Communication</b> Effectively expresses thoughts, ideas and information. Actively listens and adapts communication style. Engages, influences and connects to our purpose to tell our story.	<b>Execution</b> Makes well-considered decisions, plans and delivers quality outcomes. Problem solves and acts with integrity. Holds self and others accountable.	<b>Grow Others</b> Develops others by sharing feedback, recognising and celebrating outcomes. Connects with others to guide, empower and inspire.	<b>Customer Focus</b> Identifies customer goals, makes relevant recommendations and takes appropriate timely action. Collaborates across the business to deliver best outcomes for the customer.
<b>Insert proficiency level</b>	<b>Insert proficiency level</b>	<b>Insert proficiency level</b>	<b>Insert proficiency level</b>
<b>Partnering</b> Acts with intent to build sustainable partnerships with customers, community and stakeholders to deliver shared value and achieve business outcomes.	<b>Innovation</b> Constructively challenges the status quo and offers alternatives. Seeks to improve ways of working and is open to new ideas and experiences.	<b>Future Ready</b> Exchanges and respectfully challenges perspectives and approaches. Anticipates, embraces and promotes change to achieve our vision for today and tomorrow.	<b>Commerciality</b> Applies understanding of finance, risk, people and customer for decision-making to deliver business sustainability. Takes appropriate risks and acts in the best interest of the Bank.
<b>Insert proficiency level</b>	<b>Insert proficiency level</b>	<b>Insert proficiency level</b>	<b>Insert proficiency level</b>

### Role motivators

<b>Motivator</b>	Insert motivator definition.
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