

# Financial Accountant

## Statement of duties

Position number	724281
Location	Hobart
Division	Budget and Finance
Branch	Government Finance and Accounting
Section	Financial Accounting
Award	Tasmanian State Service Award
Classification	General Stream, Band 6
Immediate supervisor	Specialist Financial Analyst
Employment conditions	Permanent
Hours per week	Flexible up to 36.75 hours

### Branch responsibilities

The primary responsibilities of the Branch are to:

- develop and communicate financial management policy and practices throughout the public sector;
- develop and provide advice on whole-of-government superannuation policy and the provision of budgeting and financial management support;
- maintain the financial records of the Public Account, including financial and statistical reporting and management of Treasury's departmental and whole-of-government financial activities; and
- manage State financial assets and borrowing activities.

## Position objective

The key function of this position is to provide effective financial and accounting policy advice in relation to accrual and cash accounting for the Department's financial operations and meet the Department's financial reporting obligations in accordance with relevant financial management frameworks.

As part of this role, it is important to keep abreast of developments in contemporary financial management issues and emerging trends in both the public and for-profit sectors.

In the context of the selection criteria, to be successful in the position applicants will have:

- extensive knowledge of the Australian Accounting Standards, Treasurer's Instructions, statutory and other applicable requirements relating to financial operations including the ability to understand complex issues and identify possible solutions;
- good organisational and self-management skills including the capacity to organise, schedule and deliver outputs with a stakeholder focus;
- well-developed verbal and written skills, including the ability to liaise effectively with a range of internal and external stakeholders; and
- the ability to research, analyse and synthesise accounting issues.

## Primary duties

The Financial Accountant's primary duties include:

- ensuring that the financial management of, and accounting for, the Department's operations comply with the Australian Accounting Standards, Treasurer's Instructions, *Financial Management Act 2016*, *Audit Act 2008* and other applicable legislation and regulations;
- ensuring the Department complies with, and adapts to changes in, relevant taxation legislation and obligations, including the completion and lodgement of all statutory returns;
- preparation of financial statements in accordance with Australian Accounting Standards, or other special purpose financial reports, together with accompanying working papers in a timely manner;
- managing and providing leadership to Treasury staff in relation to finance and accounting practices, remaining abreast of emerging issues, developing options and recommendations to address these, and managing conflicting objectives;
- reviewing, modifying, documenting and providing authoritative advice on the Department's financial management policies and procedures including maintaining appropriate accounting and finance manuals applicable to the Department's activities;
- establishing and documenting internal control procedures and gaining co-operation of applicable Departmental staff to ensure compliance with legislative and audit requirements;
- ensuring the ongoing integrity of the Department's general ledger and associated chart of accounts;
- undertaking research and analysis into contemporary financial management practices, issues and emerging trends, and providing appropriate recommendations in relation to financial matters affecting the Department;
- representing the Department on Committees, Working Groups and other forums as required; and
- undertaking staff training associated with the Departmental financial and accounting activities.

### **Level of responsibility, direction and supervision**

The Financial Accountant will operate with considerable independence in determining priorities, procedures and approach. The Financial Accountant applies the decision-making framework (policies, rules and regulations) in support of a defined field of activity, which may involve more than one discipline. Considerable autonomy of approach in delivering outcomes and the advice and recommendations provided are regarded as authoritative for that activity. Guidance and instruction relating to the implementation of recommendations may on occasion be received from the Specialist Financial Analyst. The Financial Accountant may also manage a small team of employees, and requires significant management skills and expertise to support the operations of a functional area.

Supervisors are responsible for monitoring the work practices and behaviour within their area to promote compliance with: ethical standards; the State Service Code of Conduct and Principles; relevant Work Health and Safety Legislation; the policies, procedures and guidelines issued by the Department; and adherence to the principles of equal employment opportunity.

## Selection criteria

*Relative merit of candidates for this position is assessed using the following selection criteria:*

### 1. Communication

Demonstrates capacity to: prepare all documentation to a high level and prepare drafts of more complex interpretive material which may require minor rework; clearly inform staff and stakeholders with regard to complex technical issues; and represent Treasury in area of expertise, negotiate and, where possible, influence outcomes effectively both internally and externally.

### 2. Output management

Demonstrates capacity to: plan, organise, schedule and prioritise work for areas of responsibility; co-ordinate input from others and negotiate changes to outputs, deadlines and resources; contribute to the outputs of other team members; and foster and contribute to a client focus.

### 3. Conceptual, analytical and judgement

Demonstrates capacity to: use appropriate decision making strategies to identify possible solutions to non-routine problems; make informed, timely and accurate decisions on activities within the work unit; and provide authoritative advice in relation to area of expertise.

### 4. Leadership and people skills

Demonstrates capacity to: lead, inform, guide and mentor in areas of expertise, and promote the objectives of the Branch, Division and Department; actively contribute to a positive team environment and use networks to obtain results; and behave in alignment with and promote Treasury's Values.

### 5. Technical and professional\*

Demonstrates highly developed knowledge, skill and ability in relation to the role or the capacity to rapidly acquire competency.

*The above selection criteria are weighted equally for assessment purposes.*

### \* Qualifications and requirements

Highly desirable - completion or partial completion of relevant tertiary or industry qualifications, and/or professional affiliation.

Approved: Eleanor Patterson, Director

Date: 11 December 2020

For further information please email [recruitment@treasury.tas.gov.au](mailto:recruitment@treasury.tas.gov.au), or visit [www.treasury.tas.gov.au](http://www.treasury.tas.gov.au)

## Working at Treasury

We are responsible for managing the Tasmanian Government's financial resources and for implementing strategies to achieve the Government's economic and financial objectives. Treasury is a challenging and exciting place to work. Our mission is to improve the wellbeing of Tasmanians by providing high quality advice to the Government as well as effective and efficient administration of our financial and regulatory responsibilities.

Treasury is a values-based organisation. If your personal and work values are consistent with those developed by our staff, we're sure you'll find Treasury a great workplace. Our decisions and behaviours are guided by the following values and belief statements:

- **Integrity** as it builds confidence, trust and self-respect, and is the foundation of open and honest communication;
- **Excellence** as it challenges us to give our best and brings us recognition;
- **Respect** as it recognises the value of each of us and the contribution we all make;
- **Camaraderie** as it creates a fun and supportive place to be; and
- **Passion** as it inspires us to achieve great things.



## Treasury employment conditions

All roles at Treasury can be undertaken flexibly (up to the hours specified) and we will readily consider proposals to reduce hours or to undertake the hours flexibly or with an altered work pattern. We are interested in developing our staff and supporting them to be the best they can be.

We are an equal opportunity employer and we welcome a diverse range of applicants for our positions. We appreciate the diversity of our employees and value the contribution they make to our organisation. We provide reasonable adjustment, as medically required, to enable inherent role requirements to be met. We promote and uphold the principles of fair and equitable access to employment, promotion, personal development and training. Our workplace has a culture of zero tolerance towards violence against women, and towards any form of family violence.

Treasury seeks to provide a healthy and safe workplace for all employees and the Department has a 'duty of care' responsibility in this respect. Employees have a 'duty of self-care' to ensure that they conduct themselves in a manner that protects the safety, health and welfare of themselves and others in the work environment. This position involves a significant proportion of screen-based equipment work. Treasury is a smoke free work environment.

Treasury is committed to creating, as far as is reasonably practicable, a respectful work environment which is free from inappropriate and disrespectful workplace behaviours, including discrimination, bullying and harassment. All employees must adhere to the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct (*State Service Act 2000*).