

# Position Description

## Accountant



### Details

Faculty or Portfolio	Resources Portfolio
Division or School or Institute / Team	Finance and Procurement/Finance Business Partnering
Employment	Fixed term, Full-Time
Location	Geelong Waurm Ponds Campus or Melbourne Burwood Campus
Classification	HEW 7
Manager	Senior Manager, Financial Planning and Analysis

### 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.

At Deakin we value diversity, embrace difference and nurture an inclusive, safe and respectful community. Deakin is an Employer of Choice for Gender Equality, a SAGE Athena SWAN Bronze Award holder, seeking gender equity for Women in STEMM, and a Silver Award holder in the Australian Workplace Equality Index for LGBTQ inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sexualities and genders.

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

[Benefits of working at Deakin](#)

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### **Overview**

The Accountant supports and assists a designated finance team with a broad range of high-level and complex financial management, reporting and planning responsibilities. Specifically the Accountant, provides key staff with quality financial data, information and analytics to support Faculty/Portfolio decision making as well as assist as required, in the completion of the annual budget and forecast submissions through the build-up of staff management plans, non-employment costs and other aspects of the financial statements and management accounting reports.

### **Responsibilities**

1. Deliver tailored finance business services including analysis, reporting and advice
2. Undertake financial planning and analysis, primarily the development of the annual budget and forecasts along with the completion of required financial statements, tables and supporting summaries
3. Monitor, interpret and report on financial performance (including monthly reports, people management plan), identifying and analysing variances as well as the provision of recommendations to improve financial performance
4. Utilise available finance expertise to deliver sound, pragmatic and executable financial and commercial recommendations and solutions
5. Improve financial reporting and procedures, including the identification and utilisation of appropriate and high quality financial and non-financial data to complete routine and ad hoc external and internal reporting and information requests
6. Facilitate awareness, and ensure the implementation of, relevant university financial policies, procedures and guidelines
7. Provide systems training and financial support and advice to academic and administrative people in relation to financial policies, procedures and compliance

### **Relationships**

- Internal relationships: Executive, Executive Director/Divisional Directors/Heads of School, Senior Managers, Finance Partners, Specialist Finance staff/teams within Finance and Procurement portfolio
- External relationships: Commercial entities

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### Selection

#### *Qualifications and experience*

- Bachelor degree in accounting, finance or other similar discipline and extensive relevant work experience
- Certified Practising Accountant or Chartered Accountant (or studying towards completion)
- Experience in financial management in a large complex environment
- Relevant experience in the preparation and monitoring of complex budgets and performance reports

### Capabilities

1. **Learning Agility:** Learns from experiences; applies learnings to perform successfully in new situations
2. **Analysis and Problem Solving:** Sources relevant information; identifies problems and offers sustainable practical solutions
3. **Continuous Improvement:** Proactively improves the efficiency and quality of existing materials processes and systems
4. **Collaboration:** Proactively supports working together, shares ideas and provides constructive feedback; respects and values others
5. **Service Culture:** Considers other perspectives in making decisions and providing advice; strives to exceed expectations
6. **Planning and Organising:** Plans, analyses and co-ordinates the delivery of projects while balancing priorities and resources

### Special Requirements

- Infrequent work outside business hours is required (e.g., work at evening or weekend events is required)
- Working with Children Check (refer to Recruitment Procedure)
- National Police Record Check (refer to Recruitment Procedure)

### 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.