



**Australian  
National  
University**

## Position Description

<b>College/Division:</b>	<b>Finance &amp; Business Services</b>
<b>Faculty/School/Centre:</b>	
<b>Department/Unit:</b>	<b>Corporate Finance and Financial Reporting</b>
<b>Position Title:</b>	<b>Senior Financial Accountant</b>
<b>Classification:</b>	<b>ANU08 (Administration)</b>
<b>Position No:</b>	
<b>Responsible to:</b>	<b>Finance Manager</b>
<b>Number of positions that report to this role:</b>	<b>Nil</b>
<b>Delegation(s) Assigned:</b>	<b>Nil</b>

### PURPOSE STATEMENT:

The Senior Financial Accountant is a key member of the Corporate Finance and Financial Reporting Portfolio within the Financial and Business Services Division (F&BS). They provide support to the Finance Manager and have primary responsibility for the delivery of comprehensive financial and statutory reporting (including taxation), compliance and advice to the University's Colleges and Portfolio and Administrative Business units.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

The Senior Financial Accountant in collaboration with the Finance Manager is responsible for delivering timely, effective and high quality financial management and statutory reporting services to the University's Colleges and Portfolio and Administrative business units. They are responsive to relevant University stakeholders and collaborate with the Financial Planning & Analysis and Corporate Finance & Financial Reporting teams of F&BS to lead, develop and implement financial processes, strategies and initiatives across the University.

### Role Statement:

Under broad direction this position will in conjunction with the Finance Manager;

- Oversee the timely preparation of the consolidated annual financial statements for the University. This includes preparing supporting schedules, co-ordinating the collection of information from relevant stakeholders and liaison with external audit.
- Prepare monthly reconciliations of key financial balances and transaction accounts, ensuring compliance with University Finance Policy and Procedures as well as Australian Accounting Standards and other relevant legislation (as applicable). Liaise with relevant stakeholders where non-compliance with policy and procedure is identified to ensure non-compliance is promptly rectified.
- Analyse complex technical issues, and provide clear and concise advice to relevant stakeholders ensuring that enquiries are attended to and matters are resolved in a timely manner.
- Assist in the supervision of junior team members providing training, coaching and mentoring to support their performance development. This may include, at times, direct supervision of staff.
- Drive continuous improvement of the financial reporting processes of the University to improve the efficiency, effectiveness and availability of quality information to help achieve operational best practice in financial reporting. This includes keeping financial policies and procedures current and reflective of best practice.
- Working with other relevant stakeholders, to ensure that financial reports, supporting schedules and business intelligence tools are maintained and continually improved and developed.
- Work collaboratively with other members of the Financial Reporting team to ensure high level efficient and value added services are delivered consistently across all Colleges and Portfolios and Administrative divisions.
- Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.

- Perform other duties as requested, including facilitate with key stakeholders to ensure accurate and timely processing of Purpose Built Student Accommodation monthly transactions in accordance with requirements of the contract. These duties are consistent with the classification level of the position and in line with the principle of multi-skilling.

See the [classification descriptors for general staff](#)<sup>1</sup>

## SELECTION CRITERIA:

1. Relevant postgraduate tertiary accounting, financial or business qualification and demonstrated extensive relevant experience in a complex organisation. Membership of a professional institution (CPA or CA) is required.
2. Demonstrated extensive experience in providing financial management services to a range of diverse stakeholders and clients in a constantly changing, complex and diverse environment. This includes leading a team in a client service environment and a demonstrated ability to liaise with and influence stakeholders and accurately deliver on challenging objectives with a focus on timeliness and excellence.
3. Demonstrated experience applying contemporary financial management practices and proven analytical, problem solving and decision-making skills, including experience and ability to provide senior management with technical financial advice. This includes proven expertise in developing, interpreting and applying financial policies and procedures.
4. High-level experience in the preparation of consolidated statutory financial reporting, including the preparation of supporting schedules, liaison with external audit and ensuring compliance with Department of Finance and Australian Accounting Standard requirements.
5. Demonstrated supervisory and team engagement experience in a culturally diverse environment, with an ability to coach and mentor staff, to prioritise workloads and to lead the team to deliver on challenging objectives in a timely manner.
6. Strong organisational and communication and liaison skills with a strong attention to detail, the ability to plan personal workloads and develop and maintain strong working relationships to influence colleagues and deliver to agreed timelines.
7. Demonstrated computer skills with experience using data warehouse tools, and high level skills in Excel and across the MS Office Suite is essential. Experience with TM1 or reporting systems will be highly regarded.
8. A demonstrated high level of understanding of equal opportunity principles and occupational health and safety and commitment to their application in a University context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

<b>Supervisor/Delegate Signature:</b>		<b>Date:</b>	
Printed Name:		<b>Uni ID:</b>	

## References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)

<sup>1</sup>[Schedule 5 - General staff classification descriptors - Human Resources - ANU](#)