

Position description

Position title:	Senior Financial Accountant
School/Section/VCO:	Finance
Campus:	Mt Helen or Berwick Campus. Travel between campuses will be required.
Classification:	Within the HEW Level 9 range
Employment mode:	3 Year Fixed Term Contract
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Time fraction:	Full-time
Recruitment number:	849465
Further information from:	Mr Peter Hicks, Associate Director Corporate Finance Telephone: (03) 5327 9388 E-mail: p.hicks@federation.edu.au
Position description approved by:	Mr Peter Hicks, Associate Director Corporate Finance Mr Richard Harris Director Finance

This position description is agreed to by:

Employee name

Signature

Date

The University reserves the right to invite applications and to make no appointment.

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
Document owner: Manager, HR Shared Services

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Position summary

Reporting to the Associate Director Corporate Finance, the Senior Financial Accountant will provide leadership to the Financial Accounting Team which is responsible for the monthly close down of the accounts, interim and final end of year external audits and delivery and production of Annual Financial Statements.

The position's main focus will be on a leading role within the new ERP transformation project covering new Finance, HR, Payroll and Student Management functions. The position along with our partners will be responsible in ensuring that during the investigation and implementation phases of the new systems, we implement best practice solutions which will drive efficiencies and better decision making across the University.

During the system implementation, the Senior Finance Accountant will be the leader in provision of technical accounting guidance and practical expertise, responsible in ensuring that all relevant accounting standards, audit requirements, taxation and internal policies are followed and any new policies developed as necessary during the implementation process to ensure best practice is maintained.

The Senior Finance Accountant is required to be proactive, ensuring that the Financial Accounting Team meet best practice in terms of both internal and external reporting, compliance and the provision of financial information across the institution.

The Senior Finance Accountant will discharge the University of its obligation to comply with statutory reporting requirements under various Acts and accounting conventions, including Australian Accounting Standards, Department of Education and Training, Financial Management Act and Financial Reporting Directives from the State Minister of Finance.

Key responsibilities

1. Act as a functional finance lead in the new ERP transformation project covering new Finance, HR, Payroll and Student Management functions
2. Ensure that during the investigation and implementation phases of the new systems, we implement best practice solutions and contribute to the design of efficient, simple yet powerful tool with the aim to minimise transactional processes and enhance end user experience.
3. Within the Transformation project provide technical accounting guidance and practical expertise, ensuring that all relevant accounting standards, audit requirements, taxation and internal policies are followed and any new policies developed as necessary during the implementation process to ensure best practice is maintained.
4. Ensure that the structure of the general ledger and sub systems is able to meet all of the reporting requirements of the university.
5. Lead the preparation of monthly and annual financial statements ensuring the close is met in accordance to strict deadlines. Ensure comprehensive associated working papers are prepared and documented.
6. Continually develop, review, monitor and provide recommendations for changes to major policies, procedures, accounting standards, audit and legislative requirements including liaison with internal and external stakeholders.

7. Responsible for the integrity and quality control of the general ledger through analysis and discussion with stakeholders in determining the appropriateness of entries to the General Ledger.
8. Ensure that the relevant members of the Financial Accounting team have sufficient training and professional development to support the Accountant Taxation, Treasury and Insurance in the Taxation and Treasury function of their role. Lead, manage and develop the team to ensure improved financial literacy is continually developed including the use of innovative and compliant current practices.
9. Research and provide quality advice and reports to financial inquiries by gathering, analysing, summarising and interpreting data to ensure that the matters raised are handled
10. In conjunction with the Associate Director, lead the co-ordination of the Victorian Auditor General appointed audit team during site visits and throughout the audit process culminating with the issuance of the Auditor General Audit opinion for the University and Subsidiary annual financial statements.
11. Conceptualise, develop and implement accounting and financial management policies and procedures that comply with relevant Australian Accounting Standard, Ministers Directives and legislative requirements.
12. Oversight and ownership of Balance Sheet reconciliations to ensure the completeness and accuracy of the University's Balance Sheet.
13. Build and enhance relationships and financial networks working collaboratively with all key stakeholders both internal and external to the University.
14. Develop and maintain strong inter team relationships to ensure critical finance reporting requirements are met, and ensure that staff are kept technically appraised of changes through professional development and other methods to Australian Accounting Standards and State Government directives, ensuring that our business process are updated to reflect any and all changes.
15. Lead the establishment of a culture of innovation, high performance, professionalism and continuous improvement that encourages individuals and teams to identify opportunities and solutions to improve service delivery.
16. Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>
17. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Senior Finance Accountant works under broad direction and reports to the Associate Director, Corporate Finance while working to determine outcomes consistent with the objectives of the Financial Accounting Section and the wider organisational context.

To ensure the Transformation Projects success the incumbent has the responsibility to understand the complex operating environment of the institution and the sector as a whole. As well as determining how the new systems are implemented to ensure future proofing as much as possible into the foreseeable future.

The Senior Finance Accountant will provide leadership to the Financial Accounting and Finance Research teams.

The Senior Finance Accountant will be able to supply timely accurate data to senior management on which they are able to depend for decision-making.

Training and qualifications

Post graduate qualifications in accounting, commerce, business or economics, or extensive experience, or an equivalent combination of relevant experience and/or education/training.

Membership of Institute of Chartered Accountants in Australia (CA) or Certified Practising Accountants Australia (CPA) or equivalent.

Position/Organisational relationships

The Position requires interaction and communication with a wide range of stakeholders across all areas of the University as well as external stakeholders.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. Post graduate qualifications in accounting, commerce, business or economics, or extensive experience, or an equivalent combination of relevant experience and/or education/training. Extensive demonstrated experience as a Finance Accountant, External Auditor or Internal Auditor in a medium to large environment.
2. Demonstrated experience in the utilisation of a large finance system (ERP) to produce financial reports and adapt quickly to new systems.
3. Implementation of new major ERP is desirable, along with an understanding of what contemporary best practice should look like.
4. Demonstrated experience in leading the preparation of the Annual Financial Statements of a complex organisation including the interpretation of accounting standards.
5. Demonstrated advanced skills in the use of the Microsoft Office suite including Excel and Access
6. A working knowledge, and up to date understanding and application of Australian Accounting Standards as applicable to the University Sector.
7. Up to date CPD Requirements of relevant Accounting Body

8. Demonstrated ability to communicate financial data to non-financial staff members and a range of material for Board/Committee presentation..
9. Demonstrated ability to lead, motivate and develop a high performing team to achieve organisational outcomes in a complex and competitive environment.
10. Demonstrated experience in providing complex financial and accounting policy advice to senior management, including the analysis and presentation of financial data, and the preparation of briefing papers for executive.
11. Demonstrated analytical skills to interpret and comprehend financial and non-financial data.
12. Demonstrated capacity to analyse, integrate, articulate and contribute to procedural and organisational change, policy development and initiatives.
13. Demonstrated alignment with the University's commitment to child safety.