

# Position description

Greater together 

Position title:	Assistant Accountant
Institute/School/Centre/ Directorate/VCO:	Finance
Campus:	Mt Helen Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 6 range
Time fraction:	Full-time
Employment mode:	Continuing employment
Probation period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Sarah Bone, Senior Financial Accountant Telephone: (03) 5327 6196 Email: s.bone@federation.edu.au
Recruitment number:	JR100011

## Position summary

The Assistant Accountant will assist in all areas of financial accounting for the University, to ensure all financial records are accurate and statutory reporting timelines are met.

Key areas of responsibility include (but are not exhaustive to) assisting the Senior Financial Accountant and Financial Accounting Advisor with month and year end close of the ledger and the external audit process, general ledger reconciliations including bank accounts, financial acquittal of grants received by the University and preparation of financial reports as required.

The Assistant Accountant will also assist the Senior Accountant, Taxation, Treasury, and Insurance with BAS and FBT returns, and the Financial Planning and Analysis team on an ad-hoc basis.

## Portfolio

The Finance Team is an integral part of the business strategy and decision-making process, focusing efforts in delivering strategic and operational support to the University's programs and services.

Finance values have been developed to align to those traits inherent in a modern, high-performing team. The team has a diverse range of functions which support the core academic delivery. It is important that the right skills and behaviours within the Finance Portfolio are innate to drive success.

The following values are encouraged and evident in the Finance Portfolio: Collaborative, Accountable, Proactive, Enterprising and Respectful.

## Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our University and TAFE campuses in Ballarat, Berwick, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the University's ambition as expressed in the 2021–2025 University Strategic Plan and share the University's values of:

**INCLUSION**, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

**INNOVATION**, we are agile and responsive to emerging opportunities.

**EXCELLENCE**, we act with integrity and take responsibility for achieving high standards.

**EMPOWERMENT**, we create a supportive environment to take informed risks in pursuit of success.

**COLLABORATION**, we establish genuine partnerships built on shared goals.

## Key responsibilities

1. Preparation of various monthly journals to assist in the provision of monthly and annual financial statements in accordance with internal timetables.
2. Ensure accurate preparation of notes to the financial statements at year end and working papers to support external audit queries.
3. Coordinate the maintenance of the lease liability schedule and prepare annual budgets and forecasts.
4. Coordinate daily cash flow management and monthly cash flow forecasting and support Treasury Management function.
5. Responsible for monitoring of general ledger control accounts, including preparation of monthly reconciliations and coordination of daily bank reconciliations.
6. Preparation and coordinate approval and submission of financial acquittals for grant funds received by the University.
7. Maintenance of the fixed asset register including the processing of additions, disposals, revaluations, and depreciation as a back-up to the Financial Accounting Advisor.
8. Preparation of BAS and FBT returns as a back-up to the Senior Accountant, Taxation, Treasury, and Insurance.
9. Work closely with the Financial Planning and Analysis and extended Finance team and assist the FP&A team on special projects.
10. Responsible for the preparation and distribution of accurate, relevant, and timely reports, including detailed written analysis, as directed.
11. Contribute towards process improvement projects, as well as policy development and improvement.
12. Contribute to the preparation of activities in relation to the development of a new Enterprise Resource Planning (ERP) system.
13. Provide significant support to the Senior Financial Accountant during the year-end audit and as required throughout the year.
14. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.

15. Undertaking the responsibilities of the position adhering to:

- the Staff Code of Conduct, Child Safe Code 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 (OHS) legislation and requirements; and
- Public Records Office of Victoria (PROV) legislation.

## Level of supervision and responsibility

The Assistant Accountant works under the broad direction of the Senior Financial Accountant, and at times under broad direction from the Senior Accountant, Taxation, Treasury, and Insurance and Manager, Finance Business Partnering.

The position requires a degree of independence and will be required to have initiative and the capability and experience to interpret and address problems, including working with and providing advice to staff. The Assistant Accountant will be required to develop a detailed understanding of the operating environment of the University and the sector, statutory obligations of the University, and internal financial policy and procedures. The position also requires an up-to-date knowledge of Australian Accounting Standards.

## Position and organisational relationships

The Finance Portfolio plays a primary role in the strategic management of financial resources across the University. The purpose of the Finance Portfolio is to provide leadership in finance and business planning and service, and partner with Institutes and Portfolios to provide them with valued services that deliver sound financial management, efficient processes, and professional relationships that support the University's objectives.

As part of the Financial Accounting team within the Finance Portfolio, this position assists in delivering a range of effective and efficient financial services.

## 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:

### Training and qualifications

1. Completion of:
  - degree in a relevant field (typically Commerce, Business or Management) with a major in Accounting.
  - CPA/CA or international equivalent is required, or actively working towards.

### Experience, knowledge and attributes

2. Strong knowledge of Australian Accounting Standards, ensuring that relevancy is also maintained.
3. At least 3 years' experience in Accounting and Finance, with demonstrated experience in preparation of financial accounts.
4. Demonstrated ability to reconcile general ledger accounts.
5. Demonstrated ability to interpret financial statements and present data in a meaningful way to various stakeholders, working with a high level of accuracy and attention to detail.
6. Strong understanding of cash flow profiling linked to budget and forecast projections.
7. Demonstrated ability to conceptualise and interpret accounting changes and implementation of changes required.
8. Strong problem-solving and analytical skills.
9. Demonstrated alignment with the University's commitment to child safety.

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

*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.*