

Position Description – Financial Accountant

About ANZSOG

The Australia and New Zealand School of Government (ANZSOG) is recognised globally as a leading provider of executive-level education, research and advise for the public sector. ANZSOG was created *by government for government*, with the active collaboration of its member universities.

ANZSOG delivers:

- Post-graduate education incorporating the core disciplines that inform effective public administration.
- Executive education led by distinguished academics from the world's leading education providers and senior officials primarily from among ANZSOG's ten-member governments.
- 'Safe' places for high performing senior practitioners to discuss and draw practical learnings from theory, research and case studies, to inform policy debates and service delivery reform.
- Targeted learning environments for senior practitioners across Australia and New Zealand to learn from one another and build lasting professional networks, benefiting governments, communities and citizens.
- International Programs focused on the senior civil servants across the Indo-Pacific regions.

At the core of our ethos is a deep and genuine care for good public administration, reflecting the aspirations of and our close relationship to our government owners.

Please refer to ANZSOG website for further information:

<https://www.anzsog.edu.au>

Position Statement

The Financial Accountant reports to the Senior Financial Accountant and supports the Senior Financial Accountant in undertaking all accounting functions, including the management of the Company's full set of accounts, ensuring accurate and timely recording of financial transactions in accordance with accounting standards and policies. The Financial Accountant will work closely with the Finance Officer(s) particularly across account payables, account receivables and payroll activities. This role will also be expected to contribute actively to the maintenance and enhancement of financial related controls, processes and systems. To be effective in the role, the incumbent should have a solutions-oriented mindset and a commitment to timeliness and quality when carrying out responsibilities.

Responsibilities

Accounting Operations

Responsibilities for the position include, but are not limited to the following:

- Assist with the efficient maintenance of the General Ledger and subledgers.
- Process and provide back up for account payables, account receivables.
- Manage fortnightly payroll and compliance, PAYG, Superannuation.
- Prepare daily bank reconciliations.
- Prepare prepayments and accruals schedules.
- Maintain asset and lease registers.
- Reconcile balance sheet items and highlight risks.
- Complete assigned tasks for month-end and year end closing.
- Investigate and clear accounting differences and/or errors.
- Prepare returns for GST (BAS), FBT, Workcover, and Payroll tax.
- Contribute to the preparation of monthly and annual financial statements.
- Support the annual budgeting and forecasting process.
- Back up to the Senior Accountant and Finance Officer.

Compliance and Governance

- Assist with internal and external audit tasks.
- Contribute to the development and implementation of finance/accounting policies and procedures, including fraud and corruption controls.
- Assist with ad-hoc financial investigation and analysis.

Others

- Assist the Senior Accountant and/or Chief Financial Officer with reporting deliverables.
- Provide advice and support to colleagues/internal stakeholders with accounting and finance related queries.
- Mentor and support junior team member(s).
- Other duties as may be assigned from time to time.

Key Selection Criteria

Qualifications

- Tertiary degree in Accounting and/or Finance.
- CPA or CA accreditation or working towards completion.

Knowledge / experience

- 4 plus years' financial accounting experience
- Demonstrable knowledge of accounting standards and other relevant regulatory requirements.
- Advanced Excel skills as well as proficiency in other Microsoft Office applications,
- Broad understanding of business processes and key drivers.
- Strong attention to detail while able to process high transaction volumes quickly and accurately.
- Proven analytical and problem-solving skills, including ability to synthesize data from various sources.
- High level of initiative and drive to create continuous improvement.
- Advanced interpersonal skills with proven ability to build and maintain strong relationships with internal and external clients.
- Excellent organisational and time management skills.
- Strong internal control mindset.

Desirable

- Experience working in government, higher education or not for profit
- Experience with MYOB Advanced

Other job-related information

- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- Interstate or international travel may be required

Legal compliance

Ensure you are aware of and adhere to ANZSOG policies and procedures relevant to the duties undertaken, including:

- Equal Opportunity Policy: Discrimination, Harassment & Bullying
- OHS Manual
- Values and Behaviour: Integrity, Trust, Collegiality
- Environmental Policy Statement
- Academic Quality and Integrity

Equity and Diversity

We are building an inclusive workplace to help realise the potential of our employees, embrace our differences, and apply our diverse thinking to innovation and creating public value.

All jobs can be worked flexibly, and we encourage job applications from Aboriginal & Torres Strait Island people, and people with disabilities.