



Position: Senior Financial Accountant, APS 6

Location: Parramatta, NSW

Reporting to: Assistant Director, Finance

Purpose of position:

The Financial Accounting Team provides a range of financial and procurement services to the Commission. These include the preparation of monthly financial reports and annual financial statements; transactional processing such as accounts payable, accounts receivable, treasury and taxation; monitoring, analysing and reporting the Commission's financial position to the Commission's executive management and providing advice to the Commission's executive management on financial issues. To Senior Financial Accountant supports the Assistant Director Financial Accounting in the delivery of financial reporting requirements of the Commission.

Key Accountabilities:

- To support the Assistant Director Financial Accounting in the delivery of financial reporting requirements of the Commission.
 - Preparation of monthly accounts
 - Input to CBMS, including preparing briefing for the CFO/Executive Director as necessary for PBS/PAES/MYEFO for monthly actuals and new appropriations
 - Annual financial statements including preparation of briefs to progress the AFS and Supplementary Reporting Pack
 - Compliance reporting
 - Ad-hoc requests for information
- Perform bookkeeping work, including posting data and keeping other records.
 - Resolve discrepancies in accounting records.
 - Ensure monthly transactions are completely and accurately captured
 - Process, verify and reconcile input documentation.
 - Process monthly journals and adjustments
 - Process and reconcile transactions of complex nature.
- Ensure all general ledger accounts are verified and reconciled monthly including documenting the preparing, review and sign-off officers, and reconciling items are followed up and cleared according to the month-end timetable
 - Ensure follow-up action as and when necessary
 - Reconcile sundry accounts receivable records and generate invoices where necessary
 - Reconcile and verify bank deposits and payments, prompt investigation into unreconciled or unidentified items
- Prepare and lodge all statutory and external returns and disclosures.
 - Monthly GST and BAS
 - Annual FBT
 - Annual TPAR
- Ensure various files, reports, documents and databases used by the department are maintained accurately and kept up to date.
 - Advanced Excel skills will be utilised, and intense analytical skills are required



Essential Requirements:

- Accounting qualification or more than 4 years of relevant experience
- Prior experience within the Federal Government highly desirable
- Prior experience with Technology One highly desirable
- Good technical and professional knowledge
- Advanced Excel skills
- Highly detailed and accurate bookkeeping abilities
- Self-motivated and pro-active in resolving issues
- Good organisational and time management skills
- A focus on quality and attention to detail
- A background in the Federal Government with a good understanding of the Government's CBMS financial system and processes.
- Up-to-date knowledge of the accounting standards and the Department of Finance's resource management and accounting guidelines. Previous exposure to producing annual financial statements within the Federal Government context.
- Advanced Excel skills and familiarity with TechnologyOne. Comfortable with working with large databases.
- A well-developed ability to reconcile information and general ledger accounts and motivated to keep the records clean and problem free.
- Good planning and anticipation, with systems to ensure the capture of monthly transactions and journals are comprehensive and accurate.
- A quick, enquiring mind, a willingness to "own-the-process" and a focus on providing integrity and accuracy in reporting.

Risk Accountabilities:

General risk management responsibilities required of all APS6 employees. Contributing to systems of internal controls for financial transactions.

Financial Accountabilities:

The position has no direct control over funds. Responsible for the accurate capture and recording of the financial transactions of the Commission

People Accountabilities:

The position as no direct reports but requires working collaboratively with other members of the team.

Key Relationships:

Internal: Liaising with the Business Support Team, Property Team and senior managers within the Corporate Services area and staff and senior managers in other operational areas.

External: Key suppliers, bankers, credit card suppliers. Department of Health & Aged Care and the Department of Finance. ANAO and internal auditors.

Capabilities for the role: The APS ILS Framework applies to this position.



Capability Summary

Capability	Description	Behaviour Indicators
Supports Strategic Direction	Supports Shared purpose and direction	Understands, supports and promotes the organisation's vision, mission, and business objectives. Identifies the relationship between organisational goals and operational tasks. Clearly communicates goals and objectives to others. Understands, supports and communicates the reasons for decisions and recommendations.
	Thinks strategically	Understands the work environment and initiates and develops team goals, strategies and work plans. Identifies broader factors, trends and influences that may impact on the team's work objectives. Considers the ramifications of issues and longer-term impact of own work and work area.
	Harnesses Information and Opportunities	Gathers and investigates information from diverse sources and explores new ideas and different viewpoints. Uses experience to analyse what information is important and how it should be used. Maintains an awareness of the organisation and keeps self and others well informed on work issues and finds out about best practice approaches.
	Shows Judgement, Intelligence and common sense	Undertakes objective, systematic analysis and draws accurate conclusions based on evidence. Recognises the links between interconnected issues. Identifies problems and works to resolve them. Thinks laterally, identifies, implements and promotes improved work practices.
Achieves Results	Identifies and uses resources wisely	Reviews project performance and identifies opportunities for improvement. Makes effective use of individual and team capabilities and negotiates responsibility for work outcomes. Is responsive to changes in requirements.
	Applies and builds professional expertise	Values specialist expertise and capitalises on the knowledge and skills of others within the organisation. Contributes own expertise to achieve outcomes for the business unit.
	Responds positively to change	Establishes clear plans and timeframes for project implementation. Responds in a positive and flexible manner to change and uncertainty. Shares information with others and assists them to adapt.
	Takes responsibility for managing work projects to achieve results	Sees projects through to completion. Monitors project progress and adjusts plans as required. Commits to achieving quality outcomes and adheres to documentation procedures. Seeks feedback from supervisor to gauge satisfaction.
Supports productive	Nurtures internal and external relationships	Builds and sustains positive relationships



working relationships		with team members, stakeholders and clients. Proactively offers assistance for a mutually beneficial relationship. Anticipates and is responsive to client and stakeholder needs and expectations.
	Listens to, understands and recognises the needs of others	Actively listens to staff, colleagues, clients and stakeholders. Involves others and recognises their contributions. Consults and shares information and ensures others are kept informed of issues. Works collaboratively and operates as an effective team member.
	Values, individual differences and diversity	Recognises the positive benefits that can be gained from diversity. Encourages the exploration of diverse views and harnesses the benefits of such views. Recognises the different working styles of individuals, and factors this into the management of people and tasks. Tries to see things from different perspectives. Treats people with respect and courtesy.
	Shares learning and supports others	Identifies learning opportunities for others and delegates tasks effectively. Agrees clear performance standards and gives timely praise and recognition. Makes time for people and offers full support when required. Provides constructive and regular feedback. Deals with under-performance promptly.
Displays personal drive and Integrity	Demonstrates public service professionalism and probity	Adopts a principled approach and adheres to the APS Values and Code of Conduct. Acts professionally at all times and operates within the boundaries of organisational processes and legal and public policy constraints. Operates as an effective representative of the organisation in internal forums.
	Engages with risk and shows personal courage	Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them, and seeks guidance and advice when required.
	Commits to action	Takes personal responsibility for meeting objectives and progressing work. Shows initiative and does what is required. Commits energy and drive to see that goals are achieved.
	Promotes and adopts a positive and balanced approach to work	Persists with, and focuses on achieving, objectives even in difficult circumstances. Remains positive and responds to pressure in a calm manner.
	Demonstrates self-awareness and a commitment to personal development	Self-evaluates performance and seeks feedback from others. Communicates areas of strengths and acknowledges development needs. Reflects on own behaviour and recognises the impact on others. Shows commitment to learning and self-development.



Communicates with influence	Communicates clearly	Confidently presents messages in a clear, concise and articulate manner. Focuses on key points and uses appropriate, unambiguous language. Selects the most appropriate medium for conveying information and structures written and oral communication to ensure clarity.
	Listens, understands and adapts to audience	Seeks to understand the audience and tailors communication style and message accordingly. Listens carefully to others and checks to ensure their views have been understood. Checks own understanding of others' comments and does not allow misunderstandings to linger.
	Negotiates confidently	Approaches negotiations with a clear understanding of key issues. Understands the desired outcomes. Anticipates and identifies relevant stakeholders' expectations and concerns. Discusses issues credibly and thoughtfully and presents persuasive counter-arguments. Encourages the support of relevant stakeholders.