



POSITION DESCRIPTION

SENIOR ACCOUNTANT FINANCIAL ADMINISTRATION, FINANCIAL SERVICES

Vacancy Reference No:	08090
Major Cost Centre:	Central Administration
Organisational Unit:	Financial Services Division
Classification:	Higher Education Officer Level 8
Salary Range:	\$66 649 to \$73 943 pa (full-time salary)
Superannuation:	Employer contribution of 17% of salary Employee contribution of 7% of salary
Total Remuneration	\$86 513 to \$96 401 pa (full-time salary)
Package	The total remuneration package includes salary, employer superannuation contributions and a market loading
Employment Type:	Continuing, full time
Supervisor (Title):	Associate Director Financial Services
Closing date:	5.00 pm, Monday 14 April 2008

KEY PURPOSE

The primary role of the Senior Accountant is to coordinate the provision of financial reports for University Committees including Council. This involves report development, ensuring that the University's finance system is developed to meet reporting needs, and development of forecasting tools. The Senior Accountant also has a significant role to play in external reporting requirements including the preparation of the annual financial statements.

ORGANISATIONAL ENVIRONMENT

The Financial Services Division is one division of the Central Administration of the University. It is responsible for effective leadership in financial management and business services for the University.

KEY RESPONSIBILITIES AND OUTCOMES

- Prepare timely and quality periodic financial reports to Resources Committee and Council. This will involve:
 - Planning and organising inputs from other staff;
 - Development and update of appropriate working papers and documentation;
 - Development of reporting tools;
 - Reconciliations and integrity checks of financial information;
 - Analysis of data and forecasting;
 - Preparing the narrative reports;
 - Periodic assessment of the quality and relevance of financial reporting items and development of enhancements to reporting;
 - Periodic review of processes to improve the speed and quality of report production;

General financial reports are currently prepared quarterly. Investment reports are prepared every six months.

- Provide a substantial contribution towards the preparation of the University's Annual Financial Statements. This will involve taking full responsibility for assigned tasks and seeing them through to completion as well as assisting others.
- Provide initiative and leadership in the development of financial reporting policies, procedures and practices and the University's financial system. Investigate and apply technology to improve the efficiency of financial reporting process.
- Prepare the Total University Budget for Revenue and Expenditure, building on the Recurrent Budget prepared by others. Prepare the University Budgeted Balance Sheet.
- Prepare periodic financial reports for internal and external users including bequest committees, government entities and other parties related to the University.
- Administer the University's long term investments:
 - Liaise with investment holders;
 - Maintain investment information in the general ledger;
 - Prepare periodic investment movement schedules;
 - Prepare quarterly investment reconciliations;
 - Allocate interest in accordance with the University's investment policy;
 - Reconcile investment income;
 - Prepare periodic endowment reconciliations;
 - Prepare investment budgets and forecasts;
- Periodic review of system generated financial reports for other entities related to the University to ensure completeness and accuracy.
- Provide accounting for loan accounts (Flinders Housing, student loans, etc), endowment accounts and recurrent interest allocations to the Recurrent Budget.

- Process monthly and quarterly recurring journals to update loan accounts, internal interest allocations (ie non-system), accruals, and cost centres requiring update to trial balance stage.
- Provide a key financial accounting and reporting liaison point for University finance function staff, and for subsidiaries.
- Undertake other finance related projects, either individually or as a member of a team, as requested by either the Director Financial Services or Associate Director Financial Services.
- Staff responsibilities may be varied by the University in order to allow the University to respond to operational needs or requirements.

SUPERVISION RECEIVED

The incumbent will receive broad direction from his/her supervisor and in the main, will determine his/her own priorities and work plans consistent with the strategic objectives of the work unit. The incumbent is also expected to operate within a framework of broad operational policies and/or external requirements. Broad outcomes are reviewed.

SUPERVISION PROVIDED TO OTHERS

No supervisory responsibilities are required for this position.

The Financial Accountant is expected to promote and provide a safe working environment with attention to the requirements of the Occupational Health Safety and Welfare Act, the Workers Rehabilitation and Compensation Act and Equal Opportunity legislation. Specific responsibilities are detailed at <http://www.flinders.edu.au/ohsw/sup-resp.html> and http://www.flinders.edu.au/eo_unit/legislation/index.html

WORKING RELATIONSHIPS

The Financial Accountant will work closely with other senior finance staff including:

- Finance System User Support team staff on the development of the system
- Major Cost Centre senior finance staff regarding preparation of reports for Resources Committee
- Management Accountants in relation to budget development and periodic reporting

The incumbent is expected to consult with his/her supervisor on matters where activity cannot easily be determined by reference to past practices or established procedures.

UNIVERSITY EXPECTATIONS

All staff are expected to:

- contribute to the efficient and effective functioning of the team or work unit in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and

- familiarise themselves and comply with the University's Occupational Health and Safety and Equal Opportunity Policies.

ADDITIONAL REQUIREMENTS

This position may require periodic after hours work in order to meet critical financial reporting deadlines.

SELECTION CRITERIA

(Note for intending applicants – applicants should address each selection criterion individually and should argue their case by citing evidence to support their claims rather than presenting a list of facts only).

Essential criteria

- A bachelor degree qualification (or higher) in accounting or related area together with CPA / CA status
- Demonstrated substantial experience in financial reporting, both internal financial reporting and statutory financial reports – including proven ability to recommend improvements to reporting
- Analytical and financial modelling skills with intermediate to advanced spreadsheet abilities
- Demonstrated high-level organisation and time management skills including ability to identify priorities and meet competing deadlines
- Proven ability with complex reconciliations and commitment to working at a very high level of accuracy
- Excellent communication skills, both written and verbal, with an ability to communicate with a wide range of University stakeholders
- Considerable experience with large complex finance systems

Desirable criteria

- Experience with using Technology One Financials, the finance system employed by the University

SELECTION OF CANDIDATES

All intending applicants should read the *Essential Information for Applicants*, available at <http://www.flinders.edu.au/employment/app.php> If you are unable to access this information on the web site, please contact the contact person nominated below.

Information about Flinders University, living and working in Adelaide and employment at the University is available at <http://www.flinders.edu.au/employment/whyflin.php>

INFORMATION FOR PROSPECTIVE STAFF

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CONTACT DETAILS

For further information about the position contact Jason Farren, telephone 8201 3948 or by email Jason.farren@flinders.edu.au

SUBMITTING AN APPLICATION

All applicants must complete an *Application for Employment Cover Sheet* available at <http://www.flinders.edu.au/hrd/html/forms/EmployApplication.doc> and lodge this with their application.

Applications, together with the *Application for Employment Cover Sheet*, may be lodged by email to jobapplications@flinders.edu.au or by post to Personnel, Policy and Practice, Flinders University, GPO Box 2100, Adelaide, South Australia 5001.

Further information regarding procedures for mailing, e-mailing, faxing or delivering applications are provided in the *Essential Information for Applicants*. Please do **not** forward applications to the contact person nominated as the contact person.

Name of Authorising Officer: Barbara Fergusson, Executive Director Administration

Name of Authorising Officer in Human Resources:

Daniel Flaherty, Director Resources

Date of last update: March 2008