

Position Description – Audit and Compliance Accountant

Updated 31/10/2022

POSITION DETAILS

Portfolio	Corporate Services
Organisational Unit	Finance and Procurement Services
Supervisor (Title)	Associate Director Financial Accounting
Classification	Higher Education Officer Level 8
Employment Type	Continuing, full-time

POSITION SUMMARY

Under broad direction the Audit and Compliance Accountant will be responsible for the management and delivery of high-quality financial compliance and financial risk management advice and services across the University.

This includes a range of compliance and audit activities including risk management, internal audit, internal control systems and processes and business continuity management.

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred;
- contribute to the efficient and effective functioning of the team or work unit to meet the University's 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;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.

An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University [COVID-19 Vaccination Policy \(2022\)](#). If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.

KEY POSITION RESPONSIBILITIES

The Audit and Compliance Accountant will be responsible for:

1. Managing the timely compliance and audit related financial services across the University including risk and compliance management, internal finance control frameworks, systems and processes and business continuity management.
2. Overseeing and providing high quality advice, supporting recommendations to management and staff on a range of complex compliance, audit and financial risk management matters in accordance with University's policies and procedures, legislative requirements and professional standards.
3. Establishing the delivery and maintenance of an efficient and effective financial compliance framework and related policies, practices and processes consistent with government legislation, regulations and relevant professional standards.
4. Evaluating the University's financial compliance and risk management functions and processes to improve their efficiency.
5. Liaising and consulting with internal and external parties to contribute to the ongoing development and improvement of corporate compliance and risk management services.
6. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Tertiary qualification in Accounting or related area and extensive management experience; or an equivalent combination of experience and/or education and/or training.
- Demonstrated experience in undertaking a range of compliance activities, such as risk management, audit, internal control systems and processes or business continuity management.
- Proven experience in contributing to the establishment, review and continuous improvement of compliance frameworks, policies and practices and processes.
- Experience in undertaking complex projects that have a wide-ranging impact on organisational objectives.
- Ability to manage and motivate self, work collaboratively in a team environment and across the University, contribute to the culture of teamwork and take a shared responsibility in achieving results.
- Demonstrated focus on building relationships with key stakeholders with all levels of staff and management across the University.
- Demonstrated knowledge of policies and procedures particularly relating to internal compliance activities.