



POSITION DESCRIPTION

Accountant

Reports to: Manager, Financial Services
Classification: PACCT

Department: Corporate Services
Location: Mildura

Primary objectives

- Conduct data analysis, including forecasting by identifying and analysing trends, and produce reports to enable Institute management to make informed decisions.
- Oversee SuniTAFE's reporting requirements under State and Interstate Government Contracts.
- Ensure all Institute statutory financial reporting requirements are met.
- Drive and deliver quality and timely financial reports to the CEO, Executive, Audit Committee, Board and Higher Education and Skills Group.

Position summary

Reporting to the Manager, Financial Services, the role is an experienced professional that plays a critical role in providing assistance to internal stakeholders in implementing aspects of the VET Funding Contract, management of the Training and Assessment Strategies and meeting reporting obligations of other external funding bodies or projects as required.

The position interacts with personnel across the Institute, working with key stakeholders to provide financial status advice and updates, deliver reporting as required.

The incumbent will use their accounting knowledge and experience to prepare and review statutory reports and liaise with external bodies, including the external auditors, the Auditor General's Office, and Higher Educations and Skills Group.

Key responsibilities

- Play a key role in the support and maintenance and control of SuniTAFE's general ledger functions.

- Prepare journals for, and undertake, month end and year end processing.
- Complete monthly reconciliation of a range of general ledger accounts and identify and resolve discrepancies.
- Play a key role in the preparation of:
 - Monthly financial reports and performance analysis
 - General Purpose Statutory Accounts (in accordance with professional accounting principles, statutory reporting obligations and Shareholders' requirements), including the drafting and completion of various note disclosures
 - All taxation related reporting and compliance including BAS statements, FBT, PAYG and Payroll Tax returns
 - Cashflows and cashflow forecasts
- Provide accounting assistance and guidance to the Accounts Payable and Accounts Receivable functions as and when required
- Provide research and administrative support to the team
- Sits on the Project Assessment Team (PAT) to provide support in providing financial information sufficient to making well informed decisions.
- Ensure compliance with specified accounting standards in a complex regulatory environment
- Analyse and report on revenue streams and disburse appropriately on a monthly basis or as required.
- Prepare and submit the quarterly Higher Education and Skills Group finance statements.
- Plan, drive and deliver SuniTAFE's annual accounts.
- Reconcile Skills Victoria Training System (SVTS) payments against Institute reported data to ensure maximum funding is achieved.
- Using extensive accounting skills and governance knowledge, provide advice and support for SuniTAFE projects as they arise to relevant managers ensuring that SuniTAFE meets its reporting and contractual obligations.
- Conduct data analysis at the direction of the Manager, Financial Services.
- KPI reporting and maintenance of SuniTAFE reporting platforms at the direction of the Manager, Financial Services.
- Maintain an up to date knowledge of relevant accounting standard and advise on changes required to procedures as result of changes to accounting standards.
- Recommend to management any updates to accounting policies, best practice and Government Policy and statutory requirements. Implement changes to processes and systems to reflect these policy changes.
- Make recommendations to Management based on factual evidence for known and anticipated growth areas or areas of concern.
- As new projects and opportunities materialise, independently take a proactive approach to assess, interpret and plan the necessary steps to ensure the project succeeds and act on behalf of the institute where required or as directed.

- Coordinate and present the Institute's monthly profit and loss reports for all departments including identifying anomalies and trends.
- Demonstrate an ongoing commitment to the SuniTAFE Strategic Plan, policies and to quality assurance processes by actively engaging and suggesting process improvements to benefit the organisation.
- Build a customer focus with strong, professional and productive relationships with internal and external parties

Act in accordance with SuniTAFE values – Accountable, Improvement, Integrity and Relationships including:

- Provides exceptional customer service to all internal and external stakeholders of the Institute and ensures a positive first impression for Institute visitors at all times.
- Actively participates in all relevant training provided to assist in the implementation of new systems or processes across the Institute.
- Actively participate in the Institute's annual Workplan and Performance Review process.
- Participate in all team-based activities and meetings within the Business Unit, and attend divisional and other meetings as required.
- Complies with OH&S and EEO legislation;
- Ensure compliance with SuniTAFE's Staff Code of Conduct, Child Safety Policy and Child Safety Procedures at all times.
- Prepared to undertake further courses of study, annual OH&S, EEO, Cultural Diversity and/or identified mandatory professional development programs or training relevant to the position as necessary.
- Reports to work as scheduled with a willingness to work flexible hours according to business needs.
- Demonstrates a willingness to adopt change and new initiatives.
- Represents the Institute professionally at all times.
- Actively promotes and encourages a service culture within the team.
- Communicates any opportunities to improve service delivery and make recommendations on steps to make agreed improvements.
- Actively encourages and promotes effective communication and strong working relationships within the team / Institute.
- The incumbent can expect to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
- Actively prevent fraud and corruption.

Knowledge, skills and abilities

- Degree Qualification in Accounting, Commerce or equivalent.
- Extensive experience in a financial accounting role working in a similar organisation in size and complexity.

- CPA/CA qualification preferred but not mandatory.
- Strong knowledge of contemporary accounting principles and standards.
- Strong knowledge of financial reporting concepts and practices.
- Strong ability in the use of TechnologyOne Finance will be viewed highly.
- Strong knowledge of Student Management System software (SMS)
- Strong Excel skills.
- Well developed time management and organisational skills.
- Detail orientated.
- Experience in preparing Annual Financial Statements.
- Sound communications skills and the ability to present information to others and groups.
- Understanding of the VET or Education sector will be viewed highly.
- Understanding of the National Privacy Laws.

Organisational relationships

Subordinates	Key Relationships	
	Internal	External
Nil	<ul style="list-style-type: none"> • Managers • Student Administration • Marketing department 	<ul style="list-style-type: none"> • Higher Education and Skills Group • Commonwealth and state funding bodies • Training Service NSW • Department of Employment and Workplace Relations-VET Student Loans • Technology One

Organisational environment

SuniTAFE is an award winning large provider of vocational education and training in north-west Victoria.

We are well positioned, with our campuses located in Mildura and Swan Hill, to orchestrate the continued delivery of excellent education and training in this region. We have experienced trainers, teachers and community providers offering qualification across a range of courses and customised skill set training covering multiple sectors relevant to the community and stakeholders.

Key selection criteria

- Accounting qualification and at least three years financial accounting experience.
- Experience working in a government/public sector organisation will be highly regarded.
- Experience in using TechnologyOne Finance system and Student Management Systems software would be an asset.
- Considerable demonstrated experience in financial reporting.

- Demonstrated ability to work with internal management in communicating financial data.
- Strong organisational and time management skills.

The successful candidate will be required to provide:

- *A successful criminal record check which is less than 6 months old*
- *A working with children check; and*
- *A COVID-19 digital vaccination certificate indicating at least two vaccinations.*

Recommended	Approved	Acknowledged
Shauna Picken Manager, HR Services	Diane Schmidt GM, Corporate Services	[name] Incumbent
Date: December 2022		