

Position Detail

Position Title: Financial Accountant	Position Reports to: Finance Business Manager
Business Unit: Business and Organisational Performance (BOP)	Sub-unit: Finance
Number of Direct reports: 0	Number of Indirect reports: 0

Position Purpose

The role exists to support the Finance Business Manager in conducting Dairy Australia's day-to-day finance activities and ensuring finance data integrity. This role will contribute to the accurate, timely and effective recording, reporting and analysis of financial information to support the organisation in achieving its objectives.

Main Accountabilities

Reconciliations and Reporting

- Responsible for the coordination and preparation of Dairy Australia's monthly journals, including reporting on end of month, including monthly reconciliations of balance sheet accounts
- Assist in the preparation of monthly Board reports, including actual vs budget results and analysis and preparation of supplementary reports.
- Preparation/processing of transactions into general ledger including reviewing and/or performing general ledger reconciliations
- Prepare monthly balance sheet account reconciliations and review of high impact income and expenditure
- Preparation of accruals and deferrals on a monthly basis, in addition to conducting end of month processing
- Assist with preparation of annual financial statements
- Additional duties as directed by the Finance Business Manager and Financial Controller

Budgets and Forecasts

- Support the Finance Business Manager to conduct relevant annual budget and forecasting activities
- Support with ad hoc budgeting and forecasting tasks as required
- Ensure the migration of financial data between finance systems is carried out timely and accurately.
- Participate in the collection of financial and accounting information and the preparation of budgets, reports, forecasts and other ad-hoc requests.

Tax

- Review company taxation activities and ensure compliance with legislative requirements e.g. BAS, Payroll Tax, Workcover , Income Tax, PAYG, FBT etc

- Preparation of FBT return including compilation of all supporting calculations and documentation and liaison with internal and external parties to aid completion

Internal/External Audits

- Support the Finance Business Manager with any work relating to implementing internal or external audit requirements
- Assist with any audit queries both internal and external as required
- Assist with internal and external reporting
- Maintain accurate records for audit purposes
- Maintain confidentiality and privacy in all matters relating to staff, clients, and procedures

Business Partnering

- Provide business partnering support to stakeholders of Dairy Australia including monthly reporting and discussion meetings
- Liaise with internal and external stakeholders for the prompt resolution of discrepancies and disputes
- Proactively seeks to gain further knowledge and remain up to date on and working within legislation
- Proactive approach to business improvement through delivering management reports
- Produce ad-hoc reports and projects as required
- Undertake ad-hoc project work as requested

Role Challenges

- Ensure all reporting is accurate and completed to specific time frames.
- Working in an uncertain environment with a significant amount of change
- Competing priorities and workflow management

Decision Making Authority

- Nil

Specific Position Requirements

Experience/Knowledge/Abilities

Experience

- University degree in Business, Commerce, Accounting or related field.
- Professional Accounting qualification (CPA or CA) (or currently in the process of obtaining)
- Working knowledge of commercial accounting principles and Australian Accounting Standards
- Sound technical accounting knowledge, including experience in a computer related discipline accounting setting
- Proficient with all Microsoft Office applications (MS Outlook, Word, Excel, PowerPoint)
- Proven ability to exercise discretion concerning matters of a confidential or sensitive nature.
- Previous experience working as a part of a team, with shared goals.

Key Working Relationships

Internal	External
<ul style="list-style-type: none"> • Finance team • Project Managers • Internal Auditors • Any Dairy Australia employees as needed 	<ul style="list-style-type: none"> • Stakeholder Accounts Department • External Auditors

Behavioural Competencies

Planning and Organisation	Superior organisation skills and dedication to completing duties in a timely manner, utilising time management and prioritisation skills.
Written and Verbal Communication	Ability to convey information verbally and in writing to foster, encourage and facilitate open communication.
Accountability within Judgment & Decision Making:	Takes personal responsibility for conduct and the quality and timeliness of work. Makes timely, informed decisions using judgment and taking into account the facts, goals, constraints, and risks.
Collaboration/Team Work	Shows initiative and encourages cooperation and collaboration. Works cooperatively with others to achieve set goals.
Client Service/Commitment to Service:	Ability to meet/exceed client service needs and expectations and provide excellent service in a direct or indirect manner.
Analytical Thinking	Uses data to gain insight, solve problems and create opportunities.
Resilience	Is composed, calm and confident.

Flexible Working Opportunities available for this role: (this assessment is based on factors such as the type of activities the role performed, systems required to be used to perform the role etc. Discussions with manager are required to validate before flex working commences)

Remote Working

Early start/early finish

Part-time

Job-share