

## Position Description – Senior Accountant

### Reporting Lines

- Reports to:** Financial Controller / CEO
- Works closely with:** Bookkeeper / HR Manager / Managers
- Direct Reports:** Book keeper (in absence of Financial Controller)

### Overview

The Senior Accountant will be responsible for ensuring day-to-day financial management of the business is sound, preparing accurate and timely financial and management reports, whilst supporting the senior management team in regards to preparing and managing budgets.

### Key Areas of Responsibility

The following are areas of responsibility for the Senior Accountant. From time to time these responsibilities may vary and additional responsibilities may be added.

#### Day-today Finance and accounts requirements

The Senior Accountant will ensure all day-to-day finance and accounts requirements are completed as and when required, this includes but is not limited to overseeing the following processes:

- Purchase Order process
- Accounts payable and receivable functions
- Company Credit cards
- Travel diary requirements
- Export Marketing Development Grant requirements
- Banking – control over incoming and outgoing transactions, including authorising electronic funds transfers and performing the roles of bank signatory and online authoriser as required.

#### Payroll

The Senior Accountant will ensure Payroll is satisfactorily managed including:

- Review of Fortnightly payroll (and back-up payroll processing)
- Review of monthly and year-end payroll reconciliations
- Superannuation Liability / Payroll Tax / Workers Compensation
- Preparation of year-end PAYG Summaries

## **Month End Reporting**

The Senior Accountant will ensure Month end reporting is completed to agreed timeframes:

- Reconciliation of all Balance Sheet accounts
- Reporting on the individual and consolidated financial results for AusRegistry Group Companies
- Completion of the monthly CEO Report, detailing a variance analysis and detailed commentary on the monthly results
- CAPEX Reporting

## **Budgeting and forecasting**

- Provide support to internal stakeholders (Managers) in developing budgets and forecasts and providing a monthly analysis on these budgets for:
  - Company budgets
  - Cost Centre budgets
  - Client / Project budgets
- Cash flow forecasting and management
- Costing for tenders

## **End of Financial Year Reporting**

- Co-ordinate the end of financial year process and reconciliation of accounts
- Maintenance of the asset register – co-ordinate asset register stock take
- Prepare a year end file for audit and tax review purposes
- Liaise with external tax advisors and auditors as required

## **Statutory and Compliance**

The Senior Accountant will ensure the compliance of the Companies with appropriate Australian regulations and legislation:

- The preparation and lodgement of FBT, IAS and BAS returns
- Assisting in the annual income tax return
- ASIC requirements
- Completion of the Export Marketing and Development Grants

## **Internal Process Improvement**

- Focus on continuous improvement
- Assist in developing processes and procedures to support a recent introduction of a new ERP system

- Ensure all financial policies and procedures are in place and communicated to relevant employees

## Selection Criteria

- Tertiary qualified in an accounting or similar degree
- CA / CPA qualified or working towards this qualification
- Prior experience in a Chartered Accounting and /or diverse commercial environment
- Proven ability to develop budgets and effectively manage financial, physical and human resources.
- Demonstrated ability to effectively communicate with staff at all levels including a proven ability to communicate with technical staff across multiple disciplines.
- Demonstrated ability to meet deadlines without compromising close attention to detail and accuracy.
- Highly developed written and verbal communication skills.
- Excellent interpersonal skills including the ability to lead and affect change.
- Ability to exercise substantial initiative and high level judgement and to work independently to meet objectives.
- Excel skills
- Experience in the implementation of a new accounting system will be an advantage