



Queen's College  
*The University of Melbourne*

## POSITION DESCRIPTION: SENIOR ACCOUNTANT

<b>Position:</b>	Senior Accountant
<b>Department:</b>	Finance
<b>Position Status:</b>	Full time / Ongoing
<b>Reports to:</b>	Chief Operating Officer
<b>Line Reports:</b>	Payroll & Accounts Officer
<b>Date:</b>	July 2017

Queen's College was founded in 1887 as a residential college of the University of Melbourne under the auspices of the Uniting Church of Australia. It commenced as a male only college becoming co-educational in 1973 with the introduction of the first women undergraduates.

For over 125 years Queen's College has fostered a unique community where students come together to live and pursue their intellectual and personal growth in a caring and supportive environment.

Queen's College currently has 241 undergraduate students, 56 graduate students and 29 members of the Senior Common Room.

More information about Queen's is available on our website <http://www.queens.unimelb.edu.au>

### POSITION SUMMARY

The Accountant, under supervision of the Chief Operating Officer (COO), has responsibility for the planning, operations and administration of all matters related to Queen's financial management. The position also oversees the provision of payroll services and manages a staff member to deliver payroll and finance support.

The position works closely with all departments to provide systems and support for managers with budgeting and monitoring financial performance of their programs. The Accountant also provides high quality reports and support for Council in their governance role.

### KEY RESPONSIBILITIES

#### Finance

- Undertake all aspects of financial management, including cash flow, forecasting, all reconciliations and internal and external financial reporting;
- Provide a financial and reporting system to support managers with monitoring the financial performance of their programs and for reporting to the Master and Council;
- Work with the COO to assist and resource the Senior Management Team in the development of annual operational budgets and with the financial component of funding submissions and business cases for new initiatives;
- Assist with the development, monitoring and reporting of financial risks as part of Queen's risk management approach;

- Establish and maintain effective working relationships with key stakeholders including banks, contractors and major suppliers;
- Ensure that sound financial controls are effective and that approved financial delegations are in place and complied with;
- Supervise the accounts payable and debt collection functions and ensure that payment issues are addressed in a constructive and customer-focused manner, including developing payment plans or other strategies as required to ensure payment;
- Develop and implement asset management systems for all aspects of the asset life cycle to ensure that asset management supports Queen's functions and meets all accounting requirements;
- Support the development of improved procurement systems across Queen's to ensure processes are streamlined, accountable and deliver value for money;
- Completes all accounting functions for the Queen's College Trust Corporation (QCTC) from issue of receipts to preparation of final accounts for audit, and ensure that investments of the QCTC are managed in accordance with Board instructions;
- Continuously improves systems and processes in consultation with the COO.

### **Audit and Compliance**

- Ensure that all financial management activities comply with relevant accounting standards and Queen's governance requirements;
- Actively participate in external systems reviews and audits;
- Prepare and submit the required financial and related reports to meet external compliance obligations, in consultation with the COO;
- Liaise with the College's auditors as required and actively support the annual audit process;
- Oversee all arrangements for taxation (GST/FBT) including timely lodgements of returns.

### **Payroll**

- Oversee accurate and timely payroll preparation and payment;
- Ensure accurate and timely payment of superannuation, Workcover and other contributions for employees in line with compliance requirements;
- Ensure the maintenance of required Workcover records, including the annual return.

### **General**

- Ensure compliance with Queen's financial policies and procedures;
- Represent Queen's in developing and sustaining positive relationships with external suppliers, contractors, and other relevant organisations;
- Provide quality leadership and management for line reports through appropriate delegation, consultation, supervision, support and development of staff;
- Ensure all work is in line with Queen's policies and procedures;
- Work in ways that support and uphold Queen's values;
- Participate in Annual Performance Review with the COO
- Other duties as directed by the COO.

## **POSITION REQUIREMENTS (QUALIFICATIONS, SKILLS, KNOWLEDGE AND ATTRIBUTES)**

### **Qualifications**

- Relevant tertiary qualifications in Accounting or equivalent; and
- CPA or CA qualified.

### **Attributes**

- Consistently works with professionalism;
- Able to demonstrate initiative and decisiveness;
- Attention to detail;
- Always acts with integrity and respect.

## **Skills**

- High level of technical accounting skills;
- Demonstrated skills in sound and accurate financial analysis;
- Capability in delivering high quality finance and support services;
- Capability in development of annual budgets;
- High level communication, negotiation, interpersonal and consultancy skills;
- Ability to produce concise and complex financial reports;
- Ability to interpret, explain, report on and provide advice on a variety of accounting and financial management issues.

## **Knowledge**

- Thorough knowledge of accounting and auditing theory, principles, practices and procedures;
- Sound understanding of the financial requirements for the not-for-profit/education sectors.

## **KEY SELECTION CRITERIA**

### **Essential**

- Relevant tertiary qualifications in Accounting or equivalent and CPA or CA qualified
- Significant, demonstrated experience in providing financial management services within small to medium organisations;
- Demonstrated ability to provide sound and accurate financial analysis, complex budget monitoring and problem solving techniques and apply these abilities in budgetary and financial reporting contexts;
- Demonstrated experience in initiating and implementing effective process/system improvements;
- Ability to manage varied, high priority tasks within limited time frames;
- An enthusiastic and energetic person who is committed to working collaboratively and respectfully with staff, students and key stakeholders to achieve organisational outcomes;
- Sound understanding of financial management practices and principles and corporate governance requirements;
- Excellent written and verbal communication, interpersonal and presentation skills, and the ability to prepare high quality reports, briefs and correspondence in tight timeframes;
- Ability to maintain privacy and confidentiality of sensitive financial and personal information in line with Queen's values and culture.

### **Additional Information**

1. Queen's is an equal opportunity employer.
2. Aboriginal and Torres Strait Islander people, and those who speak languages other than English are encouraged to apply.
3. This position is based at 1-7 College Crescent, Parkville.
4. Employment is subject to the satisfactory completion of a Police Record Check and where required Working with Children Check.
5. In the context of occupational health and safety all employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S.

## **RELATIONSHIP TO PERFORMANCE DEVELOPMENT AND REVIEW PLAN**

This position description operates in conjunction with and forms part of the relevant individual Performance Development Review Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis.

## **OUR MISSION**

The mission of Queen's College is to: provide a positive and stimulating environment for students to pursue their studies at university; and to support and encourage students' academic work and personal development through a wide range of activities that enable them to excel and inspire in a rapidly changing and globalised world.

## **OUR VISION**

The vision of Queen's College is to: be a vibrant and supportive academic residential community, a place which fosters life-long learning and fellowship.

## **OUR VALUES**

- a strong sense of community, embracing diversity and practising inclusiveness;
- our heritage as a liberal institution with a Christian ethos;
- respect and support for the needs and rights of others;
- the importance of learning as a holistic experience encompassing mind, body and spirit, and also encouraging intellectual enquiry;
- striving for excellence in academic and other pursuits;
- service to the wider community and concern for the future of the environment in which we live.

**SIGNATURES**

I have read, understood and accept the above position description

**Name:** .....

**Signature:** .....

**Date:** .....

**Authorised Manager Name:** .....

**Authorised Manager Signature:** .....

**Date:** .....

**DOCUMENT REVIEW DETAILS**

**Version Number:**

**Date Reviewed:**

**Date New Version Approved:**