



## Australian Research Council (ARC)

### Financial/Management Accountant

<b>Classification</b>	EL1	<b>Job Reference No.</b>	ARC22-047
<b>Branch</b>	Corporate Services	<b>Section</b>	Finance
<b>Location</b>	Majura Park, Canberra Airport	<b>Employment Type</b>	Ongoing/Non ongoing
<b>Salary</b>	\$107,385 - \$115,640	<b>Work arrangement</b>	Full time/Part time
<b>Closing date</b>	11:59pm, Sunday 28 August 2022	<b>Agency Information</b>	<a href="http://www.arc.gov.au">www.arc.gov.au</a>
<b>Contact Officer</b>	Name: Luke Cattle, Chief Financial Officer Phone: 02 6287 6667 Email: <a href="mailto:luke.cattle@arc.gov.au">luke.cattle@arc.gov.au</a>		
<b>Eligibility Requirements</b>	<ul style="list-style-type: none"><li>• Must be an Australia citizen</li><li>• Undergo ID verification check</li><li>• Undergo a Police Check</li><li>• Currently holds a Commonwealth security clearance to Baseline level or have the ability to obtain and hold a clearance at the Baseline level.</li></ul>		
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Be able to obtain professional membership with CPA or CA.</li><li>• Previous experience utilising Technology One Finance System and CBMS desirable.</li><li>• Tertiary qualification in business, commerce, or accounting desirable</li></ul>		
<b>How to apply</b>	<p>Write a pitch and tell us why you are the right person for the job. We want to know why you are interested in the role, what you can bring to the ARC, and how your skills, knowledge, experience and qualifications are applicable to the role. In a nutshell – why should we hire you? (<b>Maximum Words: 1000</b>).</p> <p>Your application must include a Job Application Cover Form, written pitch and your resume, please see the 'How to Apply' section on our <a href="#">careers web</a> page for the template.</p> <p>Please consider the <a href="#">APS Work Level Standards</a> when submitting your application.</p>		

### About the Position

We are seeking an experienced Financial/Management Accountant who will provide high level support, advice and technical expertise to the Chief Financial Officer relating to Australian Research Council's financial accounting responsibilities.

As the Financial/Management Accountant, you will be responsible for the preparation of financial statements, cash management, the preparation of reconciliations and producing accurate and timely financial information to the ARC Leadership Group, ARC Management and Department of Finance.

You will provide leadership, direction and coaching to ensure staff have the skills and knowledge to effectively achieve business objectives and meet deliverables.

## Duties and Tasks

Duties may include:

- Provide high quality and timely financial and system accounting expertise through the delivery of value adding services, advice and insight to managers.
- Maintenance and control of all financial and asset records, and financial accounting requirements.
- Prepare and coordinate the Central Budget Management System (CBMS) requirements regarding cash management and actuals reporting.
- Coordination of Annual Financial Statements conforming to Australian Accounting Standards and the Commonwealth Reporting requirements.
- Engage with internal and external stakeholders on complex and/or sensitive issues and negotiate and influence outcomes to achieve ARC's objectives.
- Provide expert advice on accounting and finance issues as required and contribute to the development of the ARC's financial management strategy and internal controls to improve the efficiency and effectiveness of the organisation.
- Manage special projects as required.
- Support and encourage adherence to prescribed policies and procedures.
- Provide leadership and coaching to support the small financial accounting team to achieve positive outcomes.

## Required Skills and Knowledge

- Excellent working knowledge of Microsoft Office applications.
- Strong ability to communicate effectively in accounting and/or other relevant areas.
- Proven ability to undertake work with a high level of complexity and sensitivity.
- High level analytical and problem-solving skills.
- Proven ability to establish and maintain key stakeholder relationships.
- Extensive knowledge of, or the ability to quickly acquire knowledge of the following:
  - Australian Accounting Standards
  - Commonwealth Financial policies and procedures
  - Financial Delegations.

## Desirable qualifications or equivalent experience

- Be able to obtain professional membership with CPA or CA.
- Previous experience utilising Technology One Finance System and CBMS desirable.
- Tertiary qualification in business, commerce, or accounting desirable.

## Our Ideal Candidate

We are seeking a highly motivated Financial Accountant who can provide expertise in preparing and delivering agency financial documents. You will be committed to developing and maintaining strong stakeholder relationship with internal and external clients.

You are flexible in your working style, with the ability to work autonomously, while providing support to a small and effective team.

You have high standards, commitment to integrity and always comply with APS Values and government processes and procedures.

## Diversity and Inclusion

We welcome applications from candidates with diverse backgrounds including but not limited to; Aboriginal and Torres Strait Islander peoples, people who identify as LGBTIQ+, people with a disability, and people from a culturally and linguistically diverse background.

The ARC expects all staff to understand workplace diversity, workplace participation, a safe working environment and access and equity principles, and to promote these principles in the development and implementation of policies and programs.

**For further information about our Agency and what we offer, please refer to the [ARC Website](#)**