

POSITION DESCRIPTION

Position Title:	Assistant Accountant (Graduate)
Remuneration:	\$63,009 gross per annum (based on a 5-day working week) + 12% Superannuation
Award Level:	Permanent - Professional - Level 3 - Step 1
Employment Type:	Full-Time
Term of contract:	2 Years
Award:	Educational Services (Post-Secondary Education) Award 2020
Business Unit:	Finance

OBJECTIVE

The Assistant Accountant (Graduate) is an entry-level financial accounting role that supports the delivery of accurate, timely and well-controlled financial services. The role maintains financial records, prepares journals and reconciliations, assists with month-end and year-end activities, and supports financial reporting and statutory compliance requirements. Working closely with the Finance team, the role provides a strong foundation for a recent graduate to develop a career in financial accounting while contributing to effective financial controls and operational decision-making.

KEY ACCOUNTABILITIES

- Prepare and post routine journal entries, including accruals, prepayments, recharges, depreciation and corrections, with appropriate supporting documentation.
- Complete bank, clearing account and other operational reconciliations; investigate discrepancies and promptly escalate unresolved items to Management Accountant or Senior Accountant.
- Maintain the CAPEX and CWEP fixed asset registers, including supporting reconciliations, project cost records and depreciation journals.
- Support the financial accounting and reporting requirements of the NIDA Foundation Trust, including reconciliations, schedules and accurate recordkeeping.
- Assist with month-end and year-end close activities, ensuring assigned reconciliations, schedules, accruals and journals are completed accurately and within agreed timeframes.
- Prepare balance sheet reconciliations, investigate discrepancies and follow up outstanding items to support the accuracy and completeness of financial records.
- Assist with preparing financial reports, analysis and supporting schedules for management reporting, budgeting, forecasting, audit and other business requirements.
- Assist with the preparation of BAS, GST, FBT and other statutory reporting information, ensuring records and supporting documentation are complete and accurate.
- Provide information and supporting schedules for external audits, internal reviews and other compliance requirements.
- Maintain finance master data, filing and supporting documentation to ensure records are complete, accessible and retained in accordance with NIDA requirements.
- Respond to routine finance queries and support staff to understand finance processes, coding requirements and documentation standards.

- Support the implementation, testing and continuous improvement of finance systems, reports and processes, identifying opportunities to strengthen controls and efficiency.
- Work collaboratively with Finance, Payroll, Accounts Payable and other business units to resolve issues, meet deadlines and ensure compliance with delegated authorities, financial policies and internal controls.

KEY PROFESSIONAL RELATIONSHIPS

Reports to: Senior Accountant (Direct) and Finance Manager (Indirect)

Supervises: Nil

Internal: Finance Team, Department Managers, and All NIDA Staff.

External: Auditors, Financial Institutions, Consultants and Financial System Providers.

SELECTION CRITERIA

Essential:

- Currently completing the final year of, or recently completed, a tertiary qualification in Accounting, Finance or a related discipline.
- Ability to commence full-time employment on completion of studies, or as otherwise agreed.
- Sound understanding of fundamental accounting principles and a genuine interest in developing a career in financial accounting.
- Demonstrated ability to work accurately with financial or numerical information, with strong attention to detail.
- Developing analytical and problem-solving skills, with the ability to identify discrepancies, ask appropriate questions and escalate issues when required.
- Intermediate Microsoft Excel skills, including formulas, data analysis and report preparation.
- Strong organisational and time-management skills, with the ability to manage priorities and meet agreed deadlines.
- Clear written and verbal communication skills, with the ability to build effective working relationships with finance and non-finance stakeholders.
- Ability to work collaboratively as part of a team and independently on clearly assigned tasks.
- A proactive approach to learning, with resilience, adaptability and a willingness to receive feedback.
- Commitment to confidentiality, sound financial governance and adherence to financial policies and internal controls.

Desirable:

- Previous experience in a finance, administration, accounts payable, accounts receivable or customer service role, including through a placement or casual employment.
- Experience using finance systems or working with financial data.
- Interest or experience in the higher education, government, arts or not-for-profit sectors.

CONTINUOUS REVIEW

This Position Description may be reviewed and updated on a regular basis to reflect changes in the requirements of the position.

We are committed to creating an inclusive and supportive environment. If you require any reasonable adjustments during the application or interview process, please don't hesitate to email us at: peopleandculture@nida.edu.au