**Position Detail**

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Assistant Accountant</th>
<th>Position Reports to:</th>
<th>Financial Controller</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit:</td>
<td>Business and Organisational Performance (BoP)</td>
<td>Sub-unit:</td>
<td>Finance</td>
</tr>
<tr>
<td>Number of Direct reports:</td>
<td>0</td>
<td>Number of Indirect reports:</td>
<td>0</td>
</tr>
</tbody>
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**Position Purpose**

The role exists to support the Finance Manager in conducting 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 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
- Assist with preparation of accruals and deferrals on a monthly basis, in addition to conducting end of month processing
- Oversight of accounts payable, including checking and data entry of invoices, preparing payment runs, resolving queries, maintaining/reconciling vendor records, etc.
- Assist with preparation of annual financial statements
- Additional duties as directed by the Finance Manager and Financial Controller

**Fixed Assets**

- Calculate and post depreciation on behalf of the organisation
- Conduct reconciliation and reporting for the organisation
- **Conduct processing - additions, disposals etc.**

**Budgets and Forecasts**

- Support the Finance Manager to conduct relevant annual budget and forecasting activities
ASSISTANT ACCOUNTANT
Dairy Australia – Position Description

- Support with ad hoc budgeting and forecasting tasks as required
- Ensure the migration of financial data between finance systems is carried out in a timely and accurate manner.
- 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 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 RDPs as required
- 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
- Review of work prepared by Finance Admin Assistant
- Undertake ad-hoc project work as requested

**Specific Position Requirements**

**Experience/Knowledge/Abilities**

**Experience**
- University degree in Business, Commerce, Accounting or related field.
- Professional Accounting qualification (CPA or CA)
- Working knowledge of commercial accounting principles and Australian Accounting Standards
- Sound technical accounting knowledge, with exposure to complex financials
- Experience in an ERP environment with strong computer literacy
- Proficient with all Microsoft Office applications (Excel, Word, PowerPoint, Outlook)
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

<table>
<thead>
<tr>
<th>Internal</th>
<th>External</th>
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</thead>
<tbody>
<tr>
<td>• Finance team</td>
<td>• Stakeholder Accounts Department</td>
</tr>
<tr>
<td>• Project Managers</td>
<td>• External Auditors</td>
</tr>
<tr>
<td>• Internal Auditors</td>
<td></td>
</tr>
<tr>
<td>• Any Dairy Australia employees as needed</td>
<td></td>
</tr>
</tbody>
</table>

### Behavioural Competencies

<table>
<thead>
<tr>
<th>Planning and Organisation</th>
<th>Superior organisation skills and dedication to completing duties in a timely manner, utilising time management and prioritisation skills.</th>
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<tbody>
<tr>
<td>Written and Verbal Communication</td>
<td>Ability to convey information verbally and in writing to foster, encourage and facilitate open communication.</td>
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<tr>
<td>Accountability within Judgment &amp; Decision Making</td>
<td>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.</td>
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<tr>
<td>Collaboration/Team work</td>
<td>Shows initiative and encourages cooperation and collaboration. Works cooperatively with others to achieve set goals.</td>
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<tr>
<td>Client Service/Commitment to Service:</td>
<td>Ability to meet/exceed client service needs and expectations and provide excellent service in a direct or indirect manner.</td>
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<tr>
<td>Analytical Thinking</td>
<td>Uses data to gain insight, solve problems and create opportunities.</td>
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<tr>
<td>Resilience</td>
<td>Is composed, calm and confident.</td>
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**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