

ARPC Position Description

Role Title:	Financial Accountant		
Function:	Finance	Classification broadband:	Broadband 2 (ARPC 5/6)
Location:	Sydney	Security clearance:	Baseline
Role Reports to (role title):	Head of Finance		
Direct Reports (role titles):	Nil		

Purpose of the role (Why the role exists; how the role contributes to the ARPC’s strategic objectives)

The purpose of this role is to take responsibility for the day-to-day processing of financial transactions and ensuring the month end trial balance is complete and accurate. The role ensures ARPC’s ongoing compliance with ARPC’s financial management policies and standards set by statutory authorities. In addition, the role should provide value adding support through financial analysis and insights on process improvements.

Key Accountabilities (Key activities, tasks and outcomes to be achieved)

- Role model ARPC’s Values and Code of Conduct and Capabilities set out in the ARPC’s Capability Framework
- Ensure ARPC’s financial practices reflect standards set by statutory authorities and contemporary accounting practices
 - Contribute to the development and maintenance of ARPC’s financial management policies, procedures, and guidelines
 - Develop and maintain ARPC’s financial procedures based on established policies
- Manage and maintain accuracy and integrity of financial management information and accounting systems and relevant accounting control mechanisms
- Manage the placement, maturity, and record keeping for the investment portfolio ensuring compliance with the Investment Policy
- Manage financial planning and budgeting activities:
 - Ensure correct and effective maintenance of the general ledger system (including data integrity)
 - Ensure timely completion of period end processes, reconciliations, and management of the trial balance
 - Perform accounts receivable processes, transactions, and debtor reporting
 - Complete taxation compliance activities including (such as BAS reconciliation documents and Corporation FBT return) as required by statutory authorities
- Provide effective financial analysis and prepare reports to support ARPC managers:
 - Undertake financial analysis (e.g. cost centre expenses) and develop value adding reports to assist cost centre managers in understanding and interpreting trends and insights (risks and opportunities)
 - Develop and maintain value adding financial management reports
 - Prepare draft materials for financial statements and associated processes including audit and compliance requirements
- Ensure sound Financial Risk Management principles and systems are in place. Proactively identify risks, implement mitigating actions and improvements and monitoring outcomes
- Participate in ARPC Corporate projects as and when opportunities arise

Working Relationships (Key stakeholders, clients, customers, suppliers, providers, consultants, etc.)

Internal Relationships

- Build and maintain strong relationships with all members of the ARPC team

External Relationships

- Build and maintain strong relationships with vendors and partners

Person specification

Qualifications and experience

Qualifications (indicate whether mandatory or desired)

- Recognised relevant professional accounting qualification (or be working towards completion) *Mandatory*
- Tertiary qualification in Finance, Business or Commerce *Mandatory*

Experience (minimum type and level of experience required to perform the role)

- Minimum 3 years' experience in the full range of financial accounting activities *Mandatory*
- Knowledge or insurance, reinsurance banking or financial service *Desired*

Technical Capabilities (skills, knowledge, technical or specialist capabilities)

- Sound expertise coupled with energy and passion for the finance profession:
 - Account reconciliations
 - Period end processing, reporting and variance analysis
 - Management and statutory reporting
 - TechOne experience *highly desirable*
- Strong written and verbal communication skills
- Strong knowledge of the MS Office suite
- Strong analytical skills
- Strong interpersonal skills with the ability to effectively negotiate and influence
- Ability to build sound relationships with various stakeholders
- Ability to develop and apply a sense of commercial acumen
- Strong legislative and regulatory interpretation and application skills
- Natural application of insight, initiative, and innovation
- Astute attention to detail
- Ability to work as part of a team and autonomously, as a subject matter expert
- Courteous assertiveness

Authorities

Limits/ Type

Financial Delegations:

As per ARPC Financial Delegations

HR Delegations:	As per ARPC Enterprise Agreement
Declared Terrorist Incident (DTI):	As per ARPC DTI Response Plan

Additional requirements

ARPC Values
<ul style="list-style-type: none">• Delivering for our stakeholders• Collaboration• Personal leadership• Integrity• Wellbeing

ARPC Capabilities (ARPC Capability Framework)
ARPC Capabilities describe behavioural expectations for all employees, by classification broadband.
<ul style="list-style-type: none">• Shapes strategic thinking• Achieves results• Supports productive relationships• Displays personal drive and integrity• Communicates with influence

Prepared by:	Ivan Satalic Head of Finance	Date:	October 2022
CEO Approval:	Jason Flanagan Acting CEO	Date:	October 2022