



Accountant

Portfolio	Chief Financial Officer
Department/Workgroup	Finance Department
Position No.	TBC
Reports to:	Senior Accountant
Classification	PACCT Worker Level 7
Direct reports:	Not Applicable
Date:	October 2024

Portfolio Overview

The Chief Financial Officer's portfolio at Holmesglen manages the purchasing and financial management interests of the Institute. The team is dedicated in providing strong purchasing and financial management with excellent client service.

Department Workgroup

The Finance Department is responsible for providing high quality and timely advice to internal and external stakeholders. The department is made up of staff employed in the following subdivisions:

- Accounts receivable
- Accounts payable
- Payroll
- Financial reporting

The team is responsible for ensuring financial reporting compliance while helping the Institute achieve its strategic objectives.

About the Role

The Accountant is a key member of the Finance Department. This role plays an important function in the financial reporting obligations of the Institute and includes providing support in the preparation of the Institute's Annual Financial Report. This role is also responsible for managing the month and year end ledger closure process.

Key Accountabilities

- 1 Assist in the month and year-end process which includes preparing reconciliations, posting journals and running outstanding reports as well as investigating and resolving any unreconciled items.
- 2 Perform and lead the data reconciliation process between the Institute's Student Management System (Banner) and TechOne (GL). This involves managing the process and investigating any unreconciled items.
- 3 Prepare and lead the monthly general ledger account reconciliation process. This includes reconciling the student revenue in the Student Management System (Banner) back to TechOne (GL).

- 4 Process, calculate and record complex accounting requirements in accordance with Australian Accounting Standards which includes accruals, prepayments, income in advance, expected credit loss provisions and bad debts.
- 5 Assist in the preparation of the Institute's Annual Financial Report and will involve communicating with the Institute's internal and external auditors.
- 6 Ensuring compliance with the Institute's taxation requirements. This includes assisting, reviewing and lodging monthly BAS and FBT reporting requirements.
- 7 Communicating with internal and external stakeholders to provide high quality financial advice and provide training, support and leadership to Institute staff.
- 8 Comply with Holmesglen policies, procedures and processes, and applicable legislative and regulatory requirements, and contribute to the ongoing improvement of systems and processes.
- 9 Support the Institute's Strategic Plan and Vision and work to ensure that all activities align to the Institute's commitment to quality.
- 10 Act in accordance with Holmesglen Safety policies and procedures, including Child Safety Standards to ensure that departmental operations comply with Occupational Health and Safety legislation.

Key Selection Criteria

- 1 Minimum three years' experience working as a financial accountant in a large organisation.
- 2 Prior experience in delivering month and year-end processes in a large organisation. This includes experience posting journals, preparing reconciliations and preparing financial reports.
- 3 Comprehensive knowledge of Australian Accounting Standards and Australian Taxation requirements.
- 4 A strong work ethic and the ability to work effectively as a team and to work independently and manage multiple competing priorities.
- 5 Prior experience with using TechOne or the Banner Student Management System (desirable).

Qualifications

Mandatory

- Bachelor's degree in a related field (eg Business, Accounting, Finance etc.)

Desirable

- Completion of the Certified Practising Accountants (CPA) or Chartered Accountants (CA) program.

Knowledge

- Knowledge of Australian Accounting Standards and Australian Taxation requirements.
- Knowledge and experience using complex IT finance systems.
- Knowledge of the Victorian TAFE sector (desirable)

Skills and Experience

- Minimum three years' experience working as a financial accountant in a large organisation.
- Prior experience in delivering month and year-end processes in a large organisation. This includes experience posting journals, preparing reconciliations and preparing financial reports.
- Experience applying Australian Accounting Standards and Australian Taxation requirements.
- Competence in the use of MS Office products, internet-based applications and database management software. The ability to develop and maintain Excel spreadsheets and prepare financial reports is essential.
- Well-developed interpersonal and communication skills and in a financial context, a demonstrated ability to relate professionally to both internal and external clients.
- Previous experience using TechOne or the Banner Student Management System (desirable).

Other Relevant Information

- This position description describes in general terms the normal duties which this position is expected to undertake. Duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from people occupying positions classified at this level may be allocated.
- Employees attending certain workplace settings, including health and care facilities, may be required to meet mandatory vaccination obligations.
- The incumbent may be required to perform their duties at any campus or location controlled by Holmesglen Institute or elsewhere as directed.
- Holmesglen is a child safe organisation. This position requires a valid Victorian Employee Working with Children check and National Police Records check.
- Holmesglen cultivates a workforce that embraces and values student voice and partnership.

About Holmesglen – Who we are

Holmesglen is a leading Australian provider of vocational and higher education and one of the largest government-owned TAFEs in the state of Victoria. With 40 years' experience and more than 140,000 graduates, we are TAFE at its best by transforming lives, building workforce capability and enriching communities through education and training.

We are a leader in education, training and applied research, renowned for its innovation and its commitment to learner and industry success. We offer industry training, certificate, diploma, and degree programs across six locations and seven campuses.

Locations include Chadstone, Drummond Street, City, Moorabbin, North Melbourne, Glen Waverley and Eildon.

As a multi-award-winning institute, you can learn more and do more at Holmesglen. holmesglen.edu.au

**We uphold our
ASPIRE values**



AMBITION



SCHOLARSHIP



PASSION



INTEGRITY



RESPECT



EXCELLENCE