

Accountant

Current Incumbent:	Vacant	Appointment Type:	Contract
Location:	Kuitpo	Level:	5
Reporting to:	Manager Finance	Allocation of time:	0.5-1.0

PURPOSE OF THE POSITION

Responsible for the delivery and development of a range of accounting services to Finance's customers. This position fulfils a primary role in the management accounting, reporting and budgeting processes, as well as contributes to and advises the Finance Manager and/or others on accounting and reporting system issues.

KEY RESPONSIBILITIES

Working within limited direction, the duties and responsibilities include, but are not limited to the following:

- Ensure that ForestrySA management is provided with timely, accurate and relevant management information to meet the Group's operational and strategic business needs, on both a scheduled and ad hoc basis.
- Ensure quality production and analysis of financial operating and costing reports and provide direct support to various managers in regard to budget performance, interpretation of financial information and the use of financial tools.
- Provide support to managers in the formulation of annual capital and expenditure budgets, ensuring that appropriate financial data is available, preparing and reporting consolidated data to management and liaising with managers to ensure timeframes are adhered to.
- Ensure the business needs of ForestrySA are met by contributing to the end of month and the year-end processes, particularly in relation to tasks identified as being of the highest priority to this role.
- Contribute to the further development of the management accounting and reporting system and the resolution of financial/management issues.
- Provide payroll-related services and backfill the payroll role as needed, maintaining an understanding of the payroll process, the Enterprise Agreement and other employment related legislation and conditions.
- Backfill any other roles in the Finance Department as required, including acting as the delegate for the Finance Manager when needed.

OUTCOMES

- Accurate and up to date information contained in the financial reporting system;
- Accurate and timely financial reporting within the deadlines established;
- Development and Improvement of KPI's for the business
- Streamlined procedures ensuring greater efficiency

FOREST MANAGEMENT SYSTEM ACCOUNTABILITIES

To meet economic, environmental, safety and social responsibilities, employees are to:

- Seek to improve business processes and practices;
- Find efficiencies, limit waste, prevent pollution, eliminate or control hazards, and manage risks;
- Protect the health and welfare of all persons in the workplace;
- Capture and maintain official records;
- Consider neighbours and treat all stakeholders with respect; and
- Protect biodiversity, cultural assets, soil and water, and forest health and vitality.

WORKING RELATIONSHIPS

- Knowledge sharing with Finance staff and other relevant staff.
- Maintains a close collaborative working relationship with Cost Centre Managers on a project and/or ad hoc basis.
- Reporting to Finance Manager

Accountant

SPECIAL CONDITIONS

- May be required to participate in fire protection activities, commensurate with skills and abilities.
- May be required to undertake regular health assessments in accordance with ForestrySA Fire Manual and complete an annual task-based test appropriate to nominated fire role.
- Required to participate in the Performance Development process.
- Must comply and adhere to ForestrySA policies and procedures, including the Code of Ethics for the South Australian Public Sector.
- Out of hours work and intrastate and interstate travel may be required.

FORESTRYSA CORE COMPETENCIES

Communication	Demonstrates sound consultation, negotiation and communication skills, and the ability to effectively interact with a broad range of people.
Analysis & Decision Making	Demonstrated ability to research, analyse and advise, recommend or act on situations involving complex or technical issues and the ability to formulate suitable solutions.
Interpersonal Skills	Demonstrated effective interpersonal skills, incorporating integrity, tact, confidentiality and the ability to develop constructive working relationships.
Workplace Safety & IM	Demonstrated commitment to the effective management of workplace safety and injury management at all times. Supports co-workers injured at work by actively participating in and supporting their return to work and recovery.
Organisational Values	Demonstrated commitment to the promotion of ForestrySA's organisational values and ensures all tasks are completed consistently with the values.

QUALIFICATIONS / CERTIFICATES & EXPERIENCE

Essential

- An appropriate tertiary qualification and relevant experience.
- Progression to or completion of CPA or CA
- Proven experience in financial/management reporting, using and maintaining related system tools and processes, analysis and budget processes.
- Demonstrated high level of experience in the application and use of Accounting Computing Systems, Microsoft Office products, especially excel.
- High level organisational and time management skills with excellent attention to detail.

Desirable

- Knowledge of KeyPay
- Knowledge of SAGE Intacct ERP

Employee Acceptance

I have read and understood this document

Signature

Date

Manager Signature

Date

Chief Executive Signature

Date