

Shared Services Accountant

Context

Manager	Senior Statutory Accountant
Division	Finance Governance & Reporting Team
Location	Melbourne - Corporate Service Office
Tenure	Ongoing
Career Level	4

Primary Objectives

Organisational	<p>VicForests is a Victorian State-owned business responsible for the sustainable harvest, regeneration and commercial sale of timber from Victoria's public forests on behalf of the Victorian Government.</p> <p>We undertake all our operations in a safe, efficient and sustainable manner, keeping our staff, the community and the environment in mind in all we do.</p> <p>We are an active member of the communities in which we operate, and we are committed to giving stakeholders the opportunity to have input into our forestry practices.</p>
Role	<p>The Shared Services Accountant is the most senior member of the shared services function within the Finance team. The role has responsibility for undertaking, reviewing or relieving shared services activities.</p> <p>The role encompasses the following:</p> <ul style="list-style-type: none"> • Undertaking accounts payable, accounts receivable, fixed asset and payroll activities in a primary, review or back-up capacity; • Understanding all Shared Services activities and processes to enable rotation and back-up of activities to occur; • Assisting in statutory, management and financial accounting, control and reporting processes, activities and projects.

VicForests Values

SAFE	We aim for zero harm in all that we do
SUSTAINABLE	We respect and care for our environment and the communities in which we operate
PROFESSIONAL	We operate in an ethical, efficient and accountable manner
CUSTOMER FOCUSED	We are responsible in our commercial dealings
RESPECT	We treat others in a manner that we would like to be treated

Key Result Areas

The KRAs are the major outputs for which the position is responsible for and are not a comprehensive statement of the position activities. You may be required to undertake other duties and responsibilities from time to time, in addition to, or as variations of, the duties and responsibilities of the position.

Shared Services Activities

To undertake the following key Shared Services activities in a primary, review or back-up capacity as required:

Accounts Payable and Receivable

- Undertaking the administration, accounting and reporting activities associated with the Accounts Receivable, Accounts Payable, Corporate Purchase Cards and other financial transactions of the organisation in a timely and accurate manner;
- Preparing invoices, receivables reporting and debtor management documents;
- Processing vendor payments by contractual or statutory due dates, and payment method;
- Reconciling all vendor statements and following up outstanding invoices;
- Managing the administration of Corporate Purchase Cards;

Fixed Assets Support

- Assisting in the maintenance of the fixed assets register as required;
- Supporting the review of fixed asset valuations when required;

Finance Activities

- Processing journal entries, undertaking general ledger reconciliations, preparing bank reconciliations and indirect taxation returns (e.g. BAS, SRO);
- Daily updating of cash flow spreadsheet to facilitate treasury management activities;
- Assisting senior team members with the statutory, management and financial accounting control, reporting and analysis processes as required, including month-end reporting, cash flow reporting, the annual Budget and Corporate Plan, Annual Report and the Sustainability Report;
- Assisting internal and external auditors by providing documents and information and responding to questions during visits;
- Undertaking any other duties and responsibilities to meet the requirements of the team or broader business.

Other

- Performing duties in a manner that ensures peoples' health, wellbeing and safety, within environmental guidelines and ensuring that relevant incidents and hazards are reported promptly.
- Taking responsibility for the day-to-day implementation of occupational health and safety programs in the workplace. Ensuring occupational health and safety requirements are embedded in the processes for which the position is responsible.
- Identifying and communicating key risks and ensuring risk management processes are followed. Ensuring risk management is embedded in the processes for which the position is responsible.
- Enhancing financial systems, processes and practices through continuous improvement and innovation. Identify and communicate key risks and ensure risk management processes are followed.
- Operating with integrity. Reporting any suspected fraud or corruption to the relevant authorities.

Direct Reports

Nil (however the mentoring role for Graduate Accountant is important)

Selection Criteria - Core Capabilities

Qualifications	Essential / Desirable
Tertiary qualification in Business or Accounting (Accounting major) and relevant work experience	Essential
Current Victorian Drivers Licence with ability to travel	Desirable
Proficiency in Technology One and/or other Financial Management Software and Microsoft Office, particularly in Excel	Essential

Experience	Knowledge and Skills
Accounts Payable, Accounts Receivable, Payroll or Fixed Assets	<ul style="list-style-type: none"> ▪ Experience as an accounts receivable, payable officer, manager or accountant ▪ Payroll or fixed asset experience desirable ▪ Ability to deliver effective and innovative financial reporting solutions to meet the business and customer needs
Computer Systems/IT	<ul style="list-style-type: none"> ▪ Proficiency in Financial or ERP Systems; ideally TechOne ▪ Microsoft Office, particularly in Excel, Intermediate to Advanced ▪ Experience with high volume numeric and alpha data entry
Finance and Accounting Practices	<ul style="list-style-type: none"> ▪ Sound understanding of accounting principles ▪ Ability to calculate, post and manage accounting figures and financial records
Shared Services	<ul style="list-style-type: none"> ▪ Experience in working effectively within a shared services team ▪ Experience in learning, undertaking, reviewing or backing-up the shared service functions of accounts payable, receivable, payroll and or fixed assets.

Attributes	Behaviours
Communication	<ul style="list-style-type: none"> ▪ Excellent communication skills, both verbal and written ▪ Expresses own views in a constructive and diplomatic way and welcomes constructive feedback ▪ Prepares briefs, letters, emails and reports which contain necessary information to achieve their purpose using clear, concise, and grammatically correct language ▪ Understands and meets the needs of target audiences (i.e. the right information to the right people) ▪ Sees things from others' points of view and confirms understanding. ▪ Reflects on how emotions impact on others

Teamwork	<ul style="list-style-type: none"> ▪ Works collaboratively as part of a team and with staff from other Divisions as well as external stakeholders, developing positive and professional relationships to achieve organisational priorities ▪ Collaborates and shares information in a professional manner following proper procedures and protocols. Cooperates and works well with others in the planning and pursuit of team goals in addition to encouraging resolution of conflict within a group ▪ Establishes and maintains relationships with people at all levels, with the ability to work within a team and harmoniously one on one with shared duties
Customer Service Excellence	<ul style="list-style-type: none"> ▪ A proactive, solution-driven individual who constantly looks for continuous improvement opportunities and ways to innovate, and encourages others to do the same ▪ Takes responsibility for correcting problems promptly
Stakeholder Management	<ul style="list-style-type: none"> ▪ Identifies issues in common with one or more stakeholders and uses to build mutually beneficial partnerships ▪ Identifies and responds to stakeholder's underlying needs ▪ Uses understanding of the stakeholder's organisational context to ensure outcomes are achieved ▪ Finds innovative solutions to resolve stakeholder issues
Relationship Building	<ul style="list-style-type: none"> ▪ Establishes and maintains relationships with people at all levels ▪ Promotes harmony and consensus through diplomatic handling of disagreements ▪ Forges useful partnerships with people across business areas, functions and organisations ▪ Builds trust through consistent actions, values and communication
Planning and Prioritising	<ul style="list-style-type: none"> ▪ Ability to complete work on time ▪ Identifies critical activities and operates accordingly, reviewing and adjusting as required ▪ Develops and implements systems and procedures to guide, work and track progress ▪ Recognises barriers and finds effective ways to deal with them
Attention to Detail	<ul style="list-style-type: none"> ▪ High degree of accuracy and attention to detail ▪ Carefully monitors the details and quality of own and others' work ▪ Provides information on a timely basis and in a usable form to others who need to act on it
Problem Solving	<ul style="list-style-type: none"> ▪ Analyses issues from different perspectives and draws sound inferences from information available ▪ Identifies and proposes workable solutions to problems ▪ Implements solutions, evaluates effectiveness and adjusts actions as required

Further Information

The work of the FG&R team is continuously evolving as VicForests itself evolves and changes and as accounting standards and requirements also evolve and change. This position will need to be able to adapt to these changes.

Long periods of sedentary desk/computer duties may be required as part of this role.

The ability to work independently and with minimal supervision may be required.

Some regional travel and overnight stays may be required in country locations

VicForests employees may be required to contribute to fire and emergency management responsibilities
External applicants will be subject to a probation period of 3 months.

All applicants must have the right to work in Australia, supporting evidence will be requested.

Please note that in accordance with VicForests on-boarding processes, new employees will need to provide information of their motor vehicle driving & insurance history and disclose any medical conditions or pre-existing injuries that can affect job and driving performance.

This role will have regular access to confidential information, therefore a police background check will be required.

For further information about this role, please contact HR on 9608 9520 or vf.careers@vicforests.com.au

To be completed on offer / acceptance of a role:

I accept the Position Description as stated and that the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to Position Descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Name: _____ Position Location: _____

Signature: _____ Date: _____