

## Position Description

<b>Position Title:</b>	Graduate Accountant
<b>Department:</b>	Financial Services
<b>Classification / Level:</b>	P&A 3
<b>Ordinary working hours &amp; days:</b>	Primarily work is conducted during normal business hours, between 8.00 am and 6.00 pm Monday to Friday working 37.5 hours per week.
<b>Reporting to:</b>	Senior Financial Accountant
<b>Positions reporting to this role:</b>	N/A
<b>Significant working relationships:</b>	<ul style="list-style-type: none"> <li>• Financial Services Team</li> <li>• AFC Management and Staff</li> <li>• Government Agencies</li> <li>• Non-Government Agencies</li> </ul>
<b>Decision Making/Purchasing Authority:</b>	N/A
<b>Special Conditions:</b>	Some out of hours work may be required from time to time.
<b>Information on Adelaide Festival Centre</b>	Adelaide Festival Centre is central to the Arts in South Australia and an integral part of community life in the state. Adelaide Festival Centre welcomes the community, artists and companies and provides arts leadership in SA. We celebrate and showcase Australian artistic achievements, develop them for a world audience and bring stimulating ideas and projects to our state.
<b>Department Overview</b>	The Financial Services Department's key objectives are to implement an effective governance framework, supported by a financial management compliance program and adequate controls; support informed and responsible financial management and decision making by providing timely and useful information and advice and provide efficient financial and payroll services.
<b>Summary of Key Purpose:</b>	To support the Financial Services department in all relevant areas. The role would require assisting in processing of invoices, payroll, management accounting and financial reporting, etc.

<b>Key Result Area / Accountabilities:</b>
Provide Account Contact Officer services to various internal departments and assist with month end reporting, budgeting and process to “value add” to these departments.
Preparation of journals, internal recharge journals, WIP allocations, month-end accruals and other journals as required.
Participate as required in the Financial audit which will involve assisting in the audit process.
<p>Assist with:</p> <ul style="list-style-type: none"> <li>• Maintaining fixed assets, which includes maintaining the fixed assets register, running depreciation, reconciliation to general ledger and capital reporting;</li> <li>• Undertaking year-end statutory requirements for all fixed assets, which includes financial reporting obligations, stock takes and review of useful lives;</li> <li>• other end of year statutory reporting requirements;</li> <li>• Reconciling and maintaining AFCT Balance Sheet accounts on a monthly basis;</li> <li>• Payroll functions;</li> <li>• System administrative responsibilities;</li> <li>• Monitoring the internal control procedures.</li> </ul>
Provide back-up to in the finance department to Payroll, Accounts and Accountants.
Assist with the financial internal controls compliance of AFCT.
Provide introductory training to AFCT staff for corporate systems.
Assist with accounts payable and receivable responsibilities.
Perform any other duties as directed by the manager and Senior Financial Accountant, within level of skills, experience and competence.
Provide outstanding customer service on a daily basis by demonstrating respect, listening to and working with our customers, both internal and external, to achieve positive outcomes, where possible, for all involved.
At all times behave in a manner which is conducive to the values and expected behaviours at the AFCT.
Demonstrate appropriate behavior and adhere to AFCT’s policies and procedures in relation to EEO and the prevention of Bullying and Sexual Harassment in the workplace
Comply with all AFCT policies & procedures not limited to WH&S and Records Management.

<b>EBMS (Event Business Management System)</b>
Employees are responsible for ensuring that they attend compulsory EBMS Training and seek further EBMS Training as needed to perform their role.
<b>Records Management</b>
All records created within the conduct of AFCT business to be managed in accordance with AFCT's Record Management Policy, associated policies, procedures and legislation.
<b>Work Health &amp; Safety Responsibilities (WHS)</b>
Care for your own and others' health and safety.
Comply with any reasonable instruction from the department, so far as you are reasonably able.
Cooperate with all reasonable departmental policies and procedures.
Comply with the WHS legislation.
Wear and maintain Personal Protective Equipment (PPE) as directed.
Use other safety and emergency equipment provided in the workplace.
Assist with and conduct risk assessments.
Report a hazard, incident, injury or illness arising from workplace activities within 24 hours.
Implement WHS policies, procedures and safe systems of work.

<b>Key Competencies:</b>	<b>Requirement:</b>
<b>Qualifications / Education</b>	
Recognised undergraduate qualifications in accounting or related discipline.	<i>Essential</i>
<b>Knowledge / Skills / Abilities</b>	
Practical accounting experience in a business environment using accrual accounting and cost accounting.	<i>Desirable</i>
Sound communication (written & oral) and interpersonal skills.	<i>Essential</i>
A supportive and consultative team building style with an analytical approach to problem solving	<i>Desirable</i>
Ability to demonstrate initiative with minimum supervision	<i>Highly Desirable</i>
Well-developed verbal and written communication skills	<i>Essential</i>
Highly developed MS Office Excel skills and proven experience to apply these to various modeling, reporting, reconciliation, analytical and interface issues.	<i>Essential</i>
Knowledge of State Government accounting and administrative practices.	<i>Desirable</i>
<b>Experience</b>	<b>Experience</b>
Proven experience with accounting applications to a beginner level.	<i>Desirable</i>
Proven experience at providing managing accounting services to a range of internal clients.	<i>Desirable</i>
Proven experience at meeting strict deadlines.	<i>Desirable</i>

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Signature of Incumbent:

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Date:

