



Position Description – Accountant

Position Details

Position Title:	Accountant
College/Portfolio:	Finance & Assurance
School/Group:	Central Finance Operations
Campus Location:	Based at the City campus, however may be required to work and/or be based at other campuses of the University.
Classification:	HEW 7
Employment Type:	Continuing
Time Fraction:	1.0

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

College/Portfolio/Group

Finance and Assurance partners with other areas of the university in achieving the organisation's objectives by strategically orienting its provision of financial services to the delivery of the core operations of the university.

- Financial management, reporting and advice
- Budget development and management
- Financial evaluation and financial planning
- Corporate financial administration information system

Position Summary

The Control and General Accounting Accountant is responsible for general accounting and expense audits. The range of duties include but are not limited to the following key delivery areas:

- Internal Financial Controls and audit activities
- Gift accounting
- Transaction recording
- Intercompany accounting
- Account reconciliation and review
- Period close and validation
- Financial consolidation
- Allocations

In this role, you will be expected to perform general ledger accounting functions with an emphasis on the above listed key delivery areas. Your hands-on, in-depth experience applying principles of accounting, research and the compilation of financial information will ensure successful delivery and analysis of earnings, cash flows, and other financial results in the designated areas. Your proficiency with our enterprise level integrated financial systems, ability to analyse complex accounting/technical data, execute and manage timely accurate transactions, ability to make the right changes to tighten/enhance controls will help reduce month end close cycle times, ensure adequate recognition of financial transactions and alignment with overall RMIT financial targets and strategy.

Reporting Line

Reports to: Financial Accounting Manager

Direct reports: N/A

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Under general supervision, deliver on RMIT's general accounting and expense audits within the delivery areas (refer to Position Summary) and related projects as required; support function leadership and senior accountants with escalations and specialist advice; model exceptional and disciplined execution of assigned tasks and support team members to achieve business goals.
- Apply fundamental accounting concepts to the documentation, general accounting processing and reconciliation tasks for financial transactions; operate RMIT's financial systems to support accurate and timely processing of transactions, expense audit spot checks while always ensuring transactions are accurately processed by conducting basic data analysis.
- Statutory accounts preparation and maintenance including the interpretation and application of statutory accounting standards and internal policies achieved through driving enterprise wide compliance with applicable accounting policies and standards; selection, governance and application of accounting standards and policies and reviewing and interrogating reports to ensure accounting policy & external reporting compliance.
- Identify potential risks in scope of work and either acting to mitigate or escalate risk; interpret legislation and regulations to enhance compliance processes and frameworks by holding others to account on adhering to relevant policies and procedures; assisting as required to the development of RMIT policies and procedures, whether internal or based on the interpretation of legal and regulatory requirements.
- Understanding and applying knowledge of digital tools and micro-services to day-to-day activities demonstrated by proactively learning about available and new technology resources to perform role while identifying and applying all of the relevant functions within technology platforms to maximise enablement of an activity and assisting others in learning to use existing technologies.
- Synthesising and sharing data insights through visualisation and other impactful mediums of communication by demonstrating awareness of existing tools and mediums through which data can be communicated and visualised and presenting data in a way that enables others to easily grasp concepts or identify new patterns.
- Aligned to the broader strategic direction of the organisation and incorporates key values and strategic pillars into the day-to-day delivery of service while demonstrating awareness of broader function objectives.
- Any other duties within the scope of role as specified.

Key Selection Criteria

1. Demonstrated experience in general accounting and financial operations within complex organisational matrices and/or global/group environments. Working knowledge of an ERP system is essential.
2. An excellent track record of defining problems promptly, identifying relevant factors, formulating logical conclusions and solutions.

- 3. Proven track record of commitment to and successful delivery of high-quality, timely outputs within strict deadlines (organisational and time management skills) in support of management decision making.
- 4. Ability to work cooperatively and collaboratively at all levels, independently and within a team to maximise performance, creativity, problem solving, and results.
- 5. Tactful skill to communicate effectively, both verbally and in writing with people at all levels.
- 6. The ability to dig into the details, research, reconcile accounts, analyse and report complex accounting and technical data.

Qualifications

A relevant tertiary qualification and membership of a professional association (CA/CPA) and significant experience in a financial management role with reporting experience in a large, complex organisation.

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working with Children Check is a condition of employment at RMIT.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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