

Systems Financial Accountant

Position Description

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Position title: Systems Financial Accountant	
Effective date: May 2023	Location: Canberra office
Position level: Salary	Work area: Finance/Support Services
Reports to: Chief Financial Officer/Director Support Services	Employment type: Fulltime fixed term contract for 12 months
About ANMAC	<p>The Australian Nursing and Midwifery Council (ANMAC) is a not-for-profit organisation that has been established since 2010 to undertake the accreditation of Nursing and Midwifery programs leading to registration as a nurse or midwife. ANMAC is governed by a Board of Directors consisting of five member organisations and four non-member Directors.</p> <p>ANMAC is appointed by the Nursing and Midwifery Board as the external accreditation entity for Nursing and Midwifery education under Australia's National Registration and Accreditation Scheme</p> <p>ANMAC also assesses the skills of nurses and midwives who want to migrate to Australia under the General Skilled Migration category.</p> <p>ANMAC has been contracted to provide executive and secretariat support to the Australasian Osteopathic Accreditation Council (AOAC).</p> <p>ANMAC also provides services to Health Education Services Australia (HESA) which provides services to the health education sector.</p>
Organisational Values	<p>Excellence Inclusion Accountability Integrity Lifelong Learning</p>
Equal Opportunity Employer	<p>ANMAC is an equal opportunity employer committed to providing a working environment that embraces and values diversity and inclusion. Aboriginal and Torres Strait Islander applicants are encouraged to apply.</p>
Focus of Duties	<p>The Systems Financial Accountant reports to the Chief Financial Officer/Director Support Services and is responsible for supporting the strategic and operational management of financial management systems and processes used across ANMAC, AOAC and HESA. This involves providing a consultancy service to stakeholders and clients on accounting systems and operations and assisting the Chief Financial Officer/Director Support Services in maintaining the quality and integrity of system-orientated service delivery to the agency, and contributing to evaluating, maintaining and developing financial systems.</p>

Duties and Selection Criteria

Main duties

1. Support the CFO/Director Support Services in the ongoing development, implementation, system performance and quality assurance of financial management systems and processes.
2. Deliver system enhancement projects and implementations through to completion. This may include reviewing business needs and designing streamlined automation processes, as well as extensive testing and engagement with relevant stakeholders.
3. Provide a consultancy and advisory service to internal and external stakeholders in relation to financial systems, including reporting and business processes.
4. Develop and prepare complex financial reports, budgets, and documents for diverse business units.
5. Prepare and coordinate confidential briefings and documentation to support the CFO/Director Support Services, including conducting research for analysis, background notes and recommendations for boards and board committees.
6. Where required, perform Financial Accounting tasks including end of month processes.
7. Work closely with the Finance team and maintain working relationships and effective communication with internal and external stakeholders to facilitate the effective delivery of outcomes.

Essential requirements

- Tertiary qualifications in Accounting, Business Finance, or a related field.
- 3 or more years of practical experience in a similar role.
- Minimum 5 years' accounting experience
- Hands-on experience in business application upgrade and testing

Desirable requirements

- Completed or nearing completion of a CA, CPA, or CFA qualification
- Experience using Oracle NetSuite

Selection Criteria

1. Considerable experience in system administration, maintenance, support and development.
2. Experience in collating and analysing financial information from a variety of sources and presenting and reporting information to the Executive, boards and board committees.
3. Demonstrated ability to identify and analyse current or potential problems in a computerised financial system and develop projects to improve and enhance process and user ability.

4. Demonstrated ability to manage a project scope, to coordinate complex business activities and implement improved outcomes.
5. Proven ability to develop and maintain effective working relationships with a range of stakeholders, including internal staff, vendors and third parties to deliver successful outcomes.
6. Excellent communication and interpersonal skills which enable the preparation of clear, accurate correspondence and preparation of reports to management.
7. Demonstrated ability to set goals, respond flexibly to changing requirements and manage multiple tasks concurrently.
8. Demonstrated ability to produce high quality work without supervision and exercise initiative, discretion, and judgement in the performance of tasks with reference to established policies, protocol and procedures.