



POSITION DESCRIPTION

Position Title:	Officer - Assistant Accountant
Cluster / Business Unit / Division	Finance & Operational Services (FOS)
Section or Unit:	ANSTO Enterprise Services
Classification:	Band 3
Job Family:	Accounting & Finance
Position Description Number:	PD-2020
STEMM/NON-STEMM	NON-STEMM
Work Contract Type:	Administration

POSITION PURPOSE

The primary objectives of the Officer - Assistant Accountant is to work as part of the Finance & Operational Services team to provide operational support & financial transactional activities associated with general accounting, bank reconciliation, receivable functions & procure to payment support. The provision of consistently accurate processing whilst ensuring compliance with relevant operating practices, standards and statutory requirements.

ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

This role sits within Business Operations & Systems which has a number of distinct activities:

- Finance, accounting administration and controllership, treasury, supply chain and procurement support
- Quality organisational improvement leadership, advice and support
- Commercial financial systems and process support and analysis
- Government accounting and budgeting / reporting
- Client based enterprise systems leadership and support
- Consulting operational support
- Governance in the areas of compliance, risk and audit
- Day to day IT service delivery and support and execution of large capital projects in accordance with understood practices and architectures

ANSTO Enterprise Services (AES) comprises four key groups:

- HR Shared Services and Payroll which provides services that manage the lifecycle of people at ANSTO including recruitment, on-boarding and candidate screening, security, HR, medical, benefits and compensation, payroll, cross-boarding and off-boarding.
- Financial Support Services which provides transactional business financial services to support operations of ANSTO, including accounts payable, accounts receivable, asset management, Financial and Management accounting and expense management tax services and vendor management.
- Sourcing and Procurement Services to support the various areas of ANSTO including end to end strategic sourcing, tender management, vendor/supply management and procurement.
- Logistics and Warehouse Services to support the various areas of ANSTO including end to end delivery and operation storage of assets and products, movement of assets and products, stores, warehouse management, stock takes, spare parts management, dispatch and delivery.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Preparation and processing of general journals and other financial accounting related activities as required.
- Assist with preparation of statutory returns such as BAS, payroll tax and any other regulatory returns as directed.
- Perform the reconciliation of general ledger accounts to sub systems and external documentation to ensure they balance, and that any discrepancies or variations are investigated, reported and corrected on a timely basis.
- Ensure the provision of customer focussed, accurate, timely and consistent advice and service to ANSTO employees, vendors and customers.
- Execute all transactional activities in accordance with monthly accounting schedules
- Provide key support to the credit control and shared service accountant activities
- Various vendor management tasks, vendor set-up, procure to pay enquiries, Purchase Order to Invoice adjustments, variation payment processing.
- Undertake additional duties as required and during periods of leave of other staff.

Decision Making

- The position works within a framework of national and state legislation, international guidance, policies, professional standards and resource parameters.
- The Assistant Accountant is fully accountable for the accuracy, integrity and quality of the content of advice provided to their customer groups (managers and employees).
- The position determines their key work priorities within the context of agreed work plans and will consult with the Manager Business Services on complex, sensitive or major issues that may have a significant impact on ANSTO or the customer groups
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Key Challenges

- Developing an understanding the ANSTO chart of accounts and providing guidance to other team members in determining correct general ledger codes to use in specific transactions.
- Supporting the Credit Controller with accurate and timely processing of all Accounts Receivable transactions.
- Reconciling balance sheet accounts and actively following up where corrections or additional postings are required within established monthly accounting cycles
- Accurate and timely posting of journals during month end close period.
- Achieving all period close activities during month end and year end within specified deadlines.
- Vendor Management – Procure to Pay and end user enquiries.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> • Receive guidance and direction • Provide regular updates on key tasks, challenges and critical issues affecting the business plan • Escalate issues and propose solution
In-Direct and work area team members	<ul style="list-style-type: none"> • Provide advice and analysis on a full range of financial accounting matters • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Resolve conflicts
Direct Reports	<ul style="list-style-type: none"> • Nil
other	<ul style="list-style-type: none"> • Provide advice and assistance as required

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Manager Business Services
Direct Reports	Nil
Indirect Reports	Nil

Special / Physical Requirements	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance

Workplace Health & Safety	
Specific role/s as specified in AG-2362 of the ANSTO WHS Management System	All Workers Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

ORGANISATIONAL CHART

See attached

KNOWLEDGE, SKILLS AND EXPERIENCE

- Accounting certificate 4 or equivalent qualification in a related field,
- A proven track record in a financial accounting position
- Demonstrated knowledge of accounting concepts and principles

- Knowledge of SAP FICO module
- The ability to manage high volume of transaction processing
- Demonstrated commitment to quality customer service and ability to meet regular deadlines and work under pressure
- Well-developed verbal and written communication skills
- Proven ability to work within the shared services environment involving Procure to Pay transaction processing, however you must be able to work without close supervision
- Experience with PC applications (word processing, spreadsheets, email)
- Must have flexible approach to work and the ability to apply judgement to manage conflicting priorities

VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

Line Manager		Delegated Authority	
Name:	Ian Blythe	Name:	Grahame Batger
Title:	Manager Business Services	Title:	GM AES
Signature:		Signature:	
Date:		Date:	