



POSITION DESCRIPTION

Position Title:	Senior Officer - Shared Services Accountant
Cluster / Business Unit / Division	Business Operations & Systems
Section or Unit:	ANSTO Enterprise Services
Classification:	Band 4
Position Description Number:	PD-1977
Work Contract Type:	Administration

POSITION PURPOSE

The primary objectives of the Shared Services accountant is to perform the Asset Accounting transactional activities for ANSTO, process intercompany transactions (including cross charges and invoicing) and other financial accounting activities including Travel & Expense 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 five key groups:

- Service Centre: which provides the frontline Services interface including an IT level 1 capability and Travel desk.
- 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 and tax services.
- 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

- Oversee the delivery of asset management financial services ensuring that all asset creation, transfers, disposals, depreciations are made accurately and promptly in accordance with ANSTO policies, relevant accounting standards, practices and statutory requirements.
- The central point of contact for guidance and advice on the process of asset creation and maintenance in accordance with ANSTO policies, relevant accounting standards, practices and statutory requirements.
- Providing interpretation to all employees and managers regarding the asset management, travel and expenses policies.
- Provide the Intercompany recharge service including journals, invoicing and drawdown notices liaising ANSTO Senior Business stakeholders to ensure any issues are resolved in accordance with the associated Service levels.
- Manage specific transactional services associated with commercial arrangements for the manufacturing facilities and various provision revaluation, including transactional processing reporting and compliance to KPI's.
- Manage and co-ordinate 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.
- Processing general journals and other financial accounting related activities as required.
- Manage the Travel and Expense Reimbursement function, including:
 - performing review function to monitor compliance with ANSTO travel and expense policies
 - providing assistance and advice to employees with respect to claims processing
 - administering Concur system, including reconciliations and delivery of reports to management
 - administering Cabcharge account, including reporting
- Ensure the provision of customer focussed, accurate, timely and consistent advice and service to ANSTO employees, vendors and customers.
- Undertake additional duties as required and during period of leave of other staff.

Decision Making

- The ANSTO values and organisation Corporate Plan, Business Plan and Excellence programs provide the context for the position. The position works within a framework of national and state legislation, international guidance, policies, professional standards and resource parameters. Within this framework the position has independence in determining how to achieve objectives of their team, including deciding on methods and approaches, operations, project planning and allocation of resources, overseen by the Manager Financial Support Services
- The Shared Service 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 is expected to contribute to both operational and strategic decisions, based on sound evidence, but at times may be required to make effective judgements under pressure or in the absence of complete information.
- The position determines their key work priorities within the context of agreed work plans and will consult with the Manager Financial Support 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 Asset Controller with accurate and timely processing of all asset maintenance actions.
- Reconciling balance sheet accounts and actively following up where corrections or additional postings are required.
- Accurate and timely posting of journals during month end close period.
- Allocation of service costs across business units (eg telecommunications, printing).
- Achieving all period close activities during month end and year end within specified deadlines.
- High volume of employee expense claims requiring review to ensure compliance with relevant policies.

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 Financial Support Services
Direct Reports	Nil
Indirect Reports	2

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
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Workplace Health & Safety

Specific role/s as specified in <u>AG-2362</u> 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
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ORGANISATIONAL CHART

See attached

KNOWLEDGE, SKILLS AND EXPERIENCE

- Accounting certificate 4 or equivalent qualification in a related field, studying towards CPA or CA or equivalent qualification
- A proven track record in a financial accounting position with responsibility for asset accounting
- Demonstrated knowledge of accounting concepts and principles
- Extensive knowledge of SAP FICO module
- The ability to manage high volume through delegation and supervision
- 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 a team 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:	Name:
Title:	Title:
Signature:	Signature:
Date:	Date: