



POSITION DESCRIPTION

Position Title:	Program Accountant
Cluster / Business Unit / Division	Major Capital Programs
Section or Unit:	Executive Support
Job Family:	Project & Program
Classification:	Band 7
Position Description Number:	PD-2418
Work Contract Type:	Professional
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The Program Accountant is responsible for managing the financial accounting functions relating to the Major Capital Program Division and the capital programs within it. The primary objective of the Program Accountant is to provide financial leadership and apply expertise to the financial management of Major Capital Program Division and its capital programs. The Program Accountant will provide detailed advice on financial operations, maintain, and advise the Division and programs regarding strategically aligned metrics and will assist in the application and oversight of the Major Capital funding portfolio.

The primary focuses being on the delivery of reporting and analysis of key business drivers, budgeting, capital plan development, financial forecasting, capital management and the alignment of these to the strategic objectives of the program and the ANSTO organisation.

The position reports to the General Manager Major Capital Programs, with a dotted line into the Deputy CFO for technical accounting matters. The role requires expertise in program financial management of complex programs having multiple and diverse stakeholders from both the Owner, Government, and Regulators.

ORGANISATIONAL ENVIRONMENT

ANSTO is the national organisation for nuclear science and technology. We focus on undertaking leading edge research, delivering innovative scientific services, and providing specialised advice to government, industry, academia, and other research organisations.

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.

There are currently 4 main programs within Major Capital Programs Division:

- Nuclear Medicine Manufacturing Facility (NMMF) Program
- SyMo Facility Program
- Intermediate Level Waste Capacity Increase (ILWCI) Program
- Nuclear Security Science Capability (NSSC) Program

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Review and assist Program Directors in preparation and monitoring of project budgets and maintaining forecasts.
- Preparation of Project and Divisional financial analysis and reporting, including undertaking financial analysis of past spend, committed and uncommitted expenditure, overspend and timing of project completion.

- Ensure that financial analysis and reporting are aligned with the Portfolio processes and within the wider ANSTO processes and systems;
- Provide accounting advice and assistance to the Program Directors, General Manager Major Capital Portfolio and Group Executive Capital Programs & Chief Engineer on what is capital, the relevant class of asset, the timing of recognition of expenditure and potential impairment/revaluation;
- Monitor project capital labour costs and notify of any errors or potential omissions to Project Directors and the Group Executive Capital Programs & Chief Engineer.
- Review of Business Cases, including Analysis and reporting of capital projects financial information, and scenario planning, when required;
- Responsible for financial close of capital projects upon completion and provide information to Asset Accountant for settlement;
- Attend and participate in relevant Major Capital Program and Finance meetings as required.
- Engage and gain support for the delivery of services to key stakeholders, including to the ANSTO Executive, Finance, CPMO and integrated project teams members.
- Effective cost management support to the Program Directors and Group Executive Capital Programs & Chief Engineer.

Decision Making

- Application of accounting standards to all Program and Divisional Financial matters, ensuring also alignment with ANSTO and Government policies and standard operations.
- Legislative application and compliance within the areas of responsibility.
- 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 Financial Delegation Manual AS-1682 (as amended or replaced).

Key Challenges

- Develop comprehensive financial reports for Programs ensuring alignment and traceability with ANSTOs strategic and financial directions.
- Keeping abreast of changes to or New Policy Proposal (NPP) funding agreements and financial reporting requirements
- Be informed of updates and changes to Finance procedures and policies and Enterprise Agreements etc. including the ability to apply / implement changes effectively and ensure compliance
- Becoming a trusted Business Partner to the Program Directors.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Executive, Program Directors	<ul style="list-style-type: none"> • Receive guidance and direction • Provide specialist advice • Recommend and gain endorsement for financial plans and strategy
Capital Committee	<ul style="list-style-type: none"> • Capital planning • Capital Submissions and recommendation as reviewed
CPMO	<ul style="list-style-type: none"> • Financial management of programs • Capital Submissions and recommendation as reviewed
Major Capital Program	<ul style="list-style-type: none"> • Provide specialist financial advice and analysis on a broad range of Program and Project matters • Make recommendations to improve systems and processes where applicable • Contribute to group decision making processes, strategic planning and goal setting
Project Teams	<ul style="list-style-type: none"> • Provide specialist leadership, guidance, and support • Effective in a collaborative manner best practice financial management

	<ul style="list-style-type: none"> • Provide specialist advice and analysis on a broad range of matters relating to asset management. • Contribute to group decision making processes, strategic planning and goal setting
Finance Team	<ul style="list-style-type: none"> • ANSTO Reports, Financial reporting, Asset disclosure requirements through life support. • Information required for disclosure in the financial statements • Contribution to capital budgets • Contribution on Capital Portfolio's data contributing to responses to Questions on Notice and tracking reports on Budget Outcomes into the Portfolio Department
External	
Auditors	<ul style="list-style-type: none"> • As required
Funding Partners	<ul style="list-style-type: none"> • Establish a detailed knowledge of the financial reporting requirements and time in accordance with the funding agreements. • Ensure that the required financial reporting from the funding agreement is obtainable within the necessary timeframes.

POSITION DIMENSIONS

Staff Data	
Reporting Line	General Manager Major Capital Programs Dotted reporting line to Deputy - Chief Financial Officer
Direct Reports	Nil
Indirect Reports	Nil

Financial Data (2023/2024)	
Revenue / Grants	Nil
Operating Budget	Nil
Staffing Budget	Nil
Capital Budget	Restricted
Assets	NIL

Special / Physical Requirements	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to other 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 After hours work may be required for short and infrequent periods
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 <u>AG-2362</u> of the ANSTO WHS Management System	All Workers Officer (definitions found in Appendix 1 of AG-2362) 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

Refer published Organisation Chart

KNOWLEDGE, SKILLS AND EXPERIENCE

1. A relevant degree and CA/CPA (or equivalent) qualified preferred and relevant extensive experience.
2. Experience in business advisory services and in the budgeting and forecasting processes of a medium to large size organisation
3. Sound understanding of and application of accounting standards
4. Sound business acumen and judgement, and the ability to work proactively without supervision
5. Demonstrated analytical skills, including the ability to problem solve
6. Microsoft Office and SAP experience desirable
7. Proven project management skills desirable
8. Well-developed verbal and written communication skills, including technical report writing skills
9. Strong team and customer focus with a flexible approach to work
10. Demonstrated ability to seek continuous improvement
11. High degree of numeracy and attention to detail

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:	Feda Daher	Name:	Con Lyras
Title:	General Manager Capital Programs	Title:	Group Executive Capital Programs & Chief Engineer
Signature:		Signature:	
Date:		Date:	