

POSITION DESCRIPTION

Position Title:	Officer Revenue Accountant
Institute / Division / Business Unit:	COOG/Finance & Operational Services
Section or Unit:	AES/Financial Support Services
Classification:	Linked Role Band 3-4
Position Description Number:	PD-2396
Job Family:	Administration
STEMM/NON-STEMM:	NON-STEMM
Work Contract Type:	Administration

POSITION PURPOSE

To deliver an efficient, effective and compliant site wide accounting service which supports ANSTO's business needs. Communicates at all levels across the organisation to gain an understanding of client's business needs.

Plan, organise, direct, control and coordinate the financial transactional activities associated with general accounting, bank reconciliation, accounts receivable functions and procure to payment across the organisation. This includes managing and coordinating people, processes and technology to ensure the scheduled work is performed safely, in accordance with work instructions, and the requirements of accounting standards and internal controls.

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.

The Chief Operating Officer Group brings together several Corporate Services Functions from across ANSTO; creating greater synergies across operational areas of our organisation, and more streamlined interfaces with the Department of Industry, Science, Energy and Resources and other Federal agencies.

- Finance and Operational Services
- Corporate Affairs
- Legal Services
- People, Performance and Capability
- Regulatory and Safety Assurance
- Capital Program Management Office

This role is within Finance and Operational Services (FOS)/ANSTO Enterprise Services (AES). 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\candidate screening, security, HR, medical, benefits and compensation, payroll, cross-boarding and off-boarding.
- Financial Support Services which provide transactional business financial services to support operations of ANSTO, including accounts payable, accounts receivable, asset management, Financial & 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 – BAND 3

- 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, suppliers and customers.
- Develop and document standard procedures for work within the system environment to maintain records of changes to systems in accordance with ITS policy and consistent with ANSTO's quality management system.
- Review systems and procedures to ensure they are optimised.
- Provide contribution to continuous improvement efforts in the delivery of products, services and facilities.
- Values and behaviours to conform to ANSTO's ethical standards
- Undertake additional duties as required and during periods of leave of other staff as directed by AES Management.

In addition to performing all BAND 3 accountabilities, the BAND 4 includes;

- Maintain and create accurate SAP master data.
- Custodian of EFTPOS machine. Process customer payments and issue receipts.
- Reconciliation and journal processing for all ancillary bank accounts.
- Respond to customer and supplier information requests and questionnaires, providing legal and statutory information as required.
- Generate customer debit and credit notes as requested, validating key information.
- Month end accounts receivable duties including issuing customer statements.
- Manager Accounts Receivable shared email box.
- Make recommendations and create new operating procedures/processes that continuously improve operations and gain efficiencies.
- Process bank statements and allocate all payments to correct customer accounts.
- Follow up and resolve aged items in customer ledger.

Decision Making Band 3

- The position works within a highly regulated environment, with a framework of legislation, policies, procedures and resource parameters. Within this framework the position has some independence in the planning and allocation of resources to ensure the provision of accounting services to ANSTO.

- The position will seek the advice of the Business Service Manager in respect to appropriate risk management strategies.
- The position is fully accountable for the accuracy, integrity and quality of the advice provided regarding the provision of accounting services to ANSTO.
- The levels of authority delegated to this position are those approved and issued by the CEO. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Decision Making Band 4

- The position is expected to make operational 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 makes independent decisions on assessing the requirements needed to initiate a management of change process and is expected to lead the management of change independently.
- The position makes independent decisions on the most appropriate method in relation to the provision of accounting services to ensure there is no interruption to services across ANSTO.
- The position contributes to the functions of Financial Accounting, Bank Reconciliation, Accounts Receivable, Accounts Payable master data, and supports risk mitigation strategies when issues arise.

Key Challenges

- Working in a fast-paced environment with a high volume of transactions. Will require excellent time management.
- Close attention to detail to ensure transactions are made accurately and timely.
- Promote and ensure team compliance to fraud risk controls, through working within a strictly regulated environment.
- Responding quickly to stakeholder enquiries.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	• Receive guidance and direction • Provide regular updates on key tasks, challenges and critical issues that may impact customers and ANSTO's reputation • Provide evidence-based advice on accounting matters • Recommend and gain endorsement for plans and goals and other initiatives • Escalate issues and propose solutions
Work area team members	• Provide expert advice and analysis on a full range of matters • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Support team members and work collaboratively to contribute to meet objectives • Negotiate and resolve conflicts

Internal clients	- Ensuring by a process of consultation and communication the seamless flow of materials to internal client's area. - To coordinate when issues occur so that alternate plans are formulated as required
ANSTO High Reliability	Manage compliance with all internal procedures and external regulators including
Divisions of ANSTO	Provide advice to other areas within ANSTO regarding the establishment of customers and suppliers.
External	
Vendors/Suppliers	Provide high levels of customer service by responding to queries and providing accurate information.
External Auditors	Understand how to address auditor's questions and understand own procedures

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Business Services Manager
Direct Reports	Nil
Indirect Reports	Nil
Special / Physical Requirements	
Location:	Lucas Heights and working in different areas of ANSTO 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 asked to perform duties in an area where radioactive materials are handled under tightly controlled safety 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
Linked Role:	The transition from Band 3 to Band 4 is not automatic and requires a full written submission, in addition to the attached checklist, to demonstrate how the employee meets the requirements. Transition will only occur following approvals from the Business Services Manager and the General Manager ANSTO Enterprise Services.
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

KNOWLEDGE, SKILLS & EXPERIENCE Band 3

1. Cert. qualification in a related discipline or significant equivalent experience.
2. Demonstrated experience in accounting.
3. Highly developed communication and interpersonal skills including the ability to collaborate effectivity with diverse groups.
4. Effective problems solving, organisational skills and attention to detail and accuracy.
5. Capacity to prioritise, meet deadlines and work calmly in a busy environment.
6. Ability to work both independently and part of a team.
7. Intermediate computer skills including Office, SAP (FICO) and data entry.
8. Personal qualities to deliver a service in a courteous, professional and efficient way.

In addition to the above knowledge, skills and experience the Band 4 level requires:

1. Diploma qualification in a related discipline or significant equivalent experience.
2. Advanced computer skills using SAP Finance and Controlling module (FICO).
3. Ability to produce accurate balance sheet reconciliations.
4. Competency in the preparation and posting of monthly standing journals.
5. Generate customer debit and credit notes as requested, validating key information.
6. Respond to customer and supplier information requests and questionnaires, providing legal and statutory information as required.
7. Demonstrated ability to continuously improve and implement new/revised systems, procedures and processes.

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:	General Manager, ANSTO Enterprise Services
Signature:		Signature:	
Date:		Date:	

Accounts Officer Shared Services - Linked Role (PD-2396)**Band 3 to Band 4 Transition Checklist**

Name:	
Commencement Date:	
Assessment Date:	

Note: A full written submission demonstrating and justifying how the employee meets the requirements must also be attached.

Requirements for transition	Met Criteria
Performing Band 4 accountabilities, as described in this and completion of the Band 3 to Band 4 transition criteria curriculum.	☐ Yes ☐ No
Demonstrated ability to lead and manage bank reconciliations through the Combiz banking platform.	☐ Yes ☐ No
Demonstrated decision making in the absence of the Business Services Manager to ensure operations are not impacted.	☐ Yes ☐ No
Demonstrated ability to create and maintain accurate SAP master data for both customers and suppliers.	☐ Yes ☐ No
Demonstrated ability to respond to Supplier information requests and complete data in Supplier portals and platforms.	☐ Yes ☐ No

Business Services Manager Recommendation:

I have reviewed the employee's competence in accordance with Linked Role PD-2396 and certify that the employee meets all requirements for transition and recommend transition from Band 3 to Band 4 be endorsed.

Manager Leader Name:	
Signature:	
Date:	

General Manager AES:

I have reviewed all information and approve transition from Band 3 to Band 4.

GM Name:	
Signature:	
Date:	
Effective Date of transition:	