

INDEPENDENT COMMISSION AGAINST CORRUPTION	
POSITION DESCRIPTION	
Position title	Financial Accountant
ICAC Grade	ICAC Officer Grade 4
Division	Corporate Services
Section	Finance
Reporting relationship	Reports to Manager Finance
Position description updated	September 2022

1. PURPOSE OF POSITION

To ensure the Independent Commission Against Corruption (ICAC) meets NSW statutory requirements in relation to expenditure; revenue; projections, reporting including compliance with procurement and related policies, procedures and practices, including guidance and policy advice to staff.

To perform effectively and cooperatively in a small team environment.

2. NATURE AND SCOPE OF POSITION

- Ensure the prompt processing of invoices and the maintenance of accurate and accountable records, including fixed assets.
- Ensure the provision of procurement, building services, office supplies, asset management and procurement advice in line with Commission policies and government practices.
- Co-ordinate the annual asset stock-take.
- Reconcile the general ledger, subsidiary ledgers and bank accounts on a monthly basis.
- Liaise with central NSW government agencies (NSW Treasury, Audit Office, Department of Premier and Cabinet etc) as required in relation to the preparation and submission of financial returns.
- Assist with the preparation of the annual budget, annual financial statements and other financial returns.

3. PERFORMANCE ACCOUNTABILITIES

Quality

- Ensure accurate and timely payment of accounts, annual stock-take, ledger reconciliations and procurement activities as well as other related returns.
- Ensure working papers contain sufficient information to meet Audit Office requirements.

Operational effectiveness

- Accurately meet all key reporting deadlines including the payment of accounts, payroll tax returns and asset register maintenance.
- Successfully meet all Audit Office reporting requirements including preparation of adequate work papers.
- Accurately meet all taxation related returns deadlines.

People and communication

- Provide clear and relevant communication to all staff to ensure the accuracy and completeness of all financial processing.
- Communicate effectively with the NSW Treasury and Audit Office representatives, as necessary, to ensure that all central agencies' requirements and deadlines are met.

Growth

- Address personal and professional learning and development needs identified in conjunction with the Manager Finance, including continuous professional development.
- Be an effective team member and strive for continuous improvement in individual and team performance.

4. REQUIRED QUALIFICATIONS OR RELEVANT EQUIVALENT WORK EXPERIENCE AND SKILLS SET REQUIRED

Membership or eligibility for membership of Certified Practising Accountants Australia or Chartered Accountants Australia and New Zealand is preferred, and/or equivalent experience including preparation of entity related annual financial statements, budgets and general management accounting reporting.

The position holder must have:

- Extensive work experience in a similar role with specific working knowledge in a transactional environment (accounts payable) and month end preparation (ledger reconciliations, regulatory returns (BAS, FBT)). Procurement activities and asset register maintenance.
- High level interpersonal and communication skills with both internal and external customers and stakeholders. The ability to work autonomously as well as part of a team with highly developed organisational and time management skills.

- An awareness of relevant accounting standards, legislation and NSW Treasury directions.
- Experience in the preparation of entity related annual financial statements, budgets and general management accounting reporting.
- High level of computer literacy with demonstrated competency in the use of financial systems (SUN) and Microsoft Office products, in particular spreadsheet and database applications.
- Relevant tertiary qualifications. Membership with either CPA Australia or CA is preferred but not essential

5. SOURCE DOCUMENTS

- ICAC's Code of Conduct
- Corporate Services Business Plan
- Treasurer's Directions
- ICAC Corporate Business Plan
- Australian Accounting Standards and Interpretations
- Procurement and other finance related Commission policies
- NSW Treasury Financial Reporting Code