

<b>INDEPENDENT COMMISSION AGAINST CORRUPTION</b>	
<b>POSITION DESCRIPTION</b>	
<b>Position title</b>	<b>Management Accountant</b>
<b>ICAC Grade</b>	<b>ICAC Officer Grade 6</b>
<b>Division</b>	<b>Corporate Services</b>
<b>Section</b>	<b>Finance</b>
<b>Reporting relationship</b>	<b>Reports to Manager Finance</b>
<b>Role statement updated</b>	<b>September 2022</b>

### **1. PURPOSE OF POSITION**

To ensure the Independent Commission Against Corruption (ICAC) meet NSW statutory requirements in relation to the preparation of monthly financial reports and annual financial statements.

To perform effectively and cooperatively in a small team environment.

### **2. NATURE AND SCOPE OF POSITION**

- Prepare monthly financial reports and communicate these to section and Executive management
- Prepare the Commission's annual financial statements
- Prepare relevant PRIME financial information (monthly, annually and forward estimates) for submission to NSW Treasury
- Liaise with central agencies (NSW Treasury, Audit Office, Department of Premier and Cabinet) in relation to the preparation and submission of financial returns
- Oversight the maintenance of the ICAC ledger and financial transactions, with regular review of financial systems and processes.
- Provide analytical support of SUN database
- Perform the role of SUN financial system administrator
- Assist the Manager Finance with the preparation of the annual budget
- Maintain and file the Commission's financial records
- Prepare and submit accurate and timely taxation returns (including payroll tax)
- Maintain leasing schedules and contract registers in accordance with accounting standards, auditing and procurement requirements
- Advise on cost centre and project code establishment and variances

### **3. PERFORMANCE ACCOUNTABILITIES**

#### **Quality**

- Prepare accurate and timely budgets, annual accounts, statutory returns and other related returns/ templates
- Ensure work papers contain sufficient information to meet Audit Office requirements.

#### **Operational effectiveness**

- Accurately meet all key Treasury reporting deadlines including preparation of annual financial statements, PRIME and budget related submissions and or returns.
- 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 communicated to all staff to ensure the accuracy and completeness of all financial processing
- Communicate with the NSW Treasury and Audit Office representatives to ensure that all central agencies' requirements and deadlines are met
- Provide regular and effective communication to management on the Commission's financial and budget position
- Work with Financial Accountant to regularly review systems and processes including mentoring the Financial Accountant and providing necessary backup or induction support
- Consult with Divisional staff during the annual budgeting process.

#### **Growth**

- Address personal 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**

The position holder must have

- Membership or eligibility for membership of Certified Practising Accountants Australia or Chartered Accountants Australia and New Zealand.
- Experience in the preparation of entity related annual financial statements, budgets and general management accounting reporting. Preparation of work papers, maintenance of supporting schedules and contract registers for audit purposes.
- Demonstrated sound analytical and problem-solving skills with the ability to analyse data and prepare and present financial reports and statements in a professional format with high attention to detail.
- Understanding of and the ability to ensure compliance with relevant accounting standards, legislation and NSW Treasury directions.
- High level interpersonal and communication skills with both internal and external stakeholders. The ability to work autonomously as well as part of a team with highly developed organisational and time management skills.
- Preparation and submission of financial returns to central agencies including PRIME.
- 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.

#### **5. SOURCE DOCUMENTS**

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