

Position Title	Principal Financial Accountant
Group/Portfolio	Finance
Classification	HEW level 9
Position Number	00057030
Reports To	Manager, Accounting Tax and Treasury
Employment Type	Continuing

1.0 Position Purpose

The Principal Financial Accountant has oversight of the preparation of monthly financial accounting and the full year financial statements and audit. It will focus on various reporting requirements, including tax requirements, to state and federal bodies which will involve utilisation of management information reporting platforms and interaction across a range of departments and functions.

The role will also be key to the assurance required in relation to the integrity and quality of reporting, ensuring regular review of reconciliations of GL data and information in sub-ledger systems and other data sets. It will also support and lead where appropriate key initiatives within finance. The role will also contribute to the University's financial policies and procedures, ensuring these are best practice and responsive to changes in the sector.

This is a critical position for fraud and corruption control in the University. The incumbent will ensure they understand the University's Fraud and Corruption Control Framework and manage the prevent, detect and report controls of their function effectively.

2.0 Eligibility Requirements

- The occupant of this position will hold relevant tertiary qualifications with at least bachelor level or higher.

3.0 Key Responsibilities

- Lead and professionally develop the financial accountants to support the wider objectives of the finance function
- Lead and coordinate the full year financial statements preparation, including supporting documentation for external audit
- Lead the monthly close and reconciliation processes, ensuring timely and accurate periodic reporting
- Identify and deliver resolutions to reporting and process/control deficiencies
- Review reconciliations to support both internal and external reporting, to include investigation and analytical review of GL account balances

- Assist with the review and implementation of control measures to ensure the appropriateness and completeness of revenue reporting and recognition
- Develop and maintain collaborative working relationships with senior staff from other areas of finance and the wider University community
- Develop best practice policies and procedures to support a strong financial control framework within the university
- Contribute to the development of appropriate KPIs that drive accuracy, high performance and are client facing
- Undertake other projects and duties as determined by the Manager, Accounting, Tax and Treasury.
- Engage with colleagues across the University and within the finance team, responding to queries, solving problems, and anticipating needs. Develop clear written communications that simplify complex information and proactively share information in a timely manner.
- Promote and exemplify cultural behaviour in alignment with the Fraud and Corruption Control Framework and the University's Integrity Program. This includes acting with integrity in undertaking duties and implementing processes to effectively prevent, detect, and respond to fraud and corruption within the University.
- Ensure compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and always communicate to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the **Leads Self/Others** section of our [Capability Development Framework](#).