Position Profile

The position profile provides a clear overview of the role, including its purpose, key responsibilities, and the skills, knowledge and experience required for success. It supports recruitment, performance conversations, role clarity and organisational alignment.

Position:	Senior Group Accountant and Business Partner
Reporting to:	Financial Controller
Sub-business unit:	Finance
Award/agreement:	Non-award
Date reviewed:	November 2026

Position Purpose

A position purpose explains why the position exists and its primary contribution to the organisation.

This position is a lead role in the Finance team responsible for providing strategic financial advice to relevant business units, collating financial data and information, preparing management reporting packs, and assisting with budget and forecast processes. Through in-depth financial and client data analysis, it supports the relevant business managers for efficient operation and setting strategic directions. This role also involves maintaining strong and effective partnerships with business managers to promote the achievement of the broader organisational financial objectives.

Key Accountabilities

This section outlines the key responsibilities and areas of accountability for the position.

Financial Accounting, Reporting & Controls

- Lead and coordinate assigned month-end and year-end accounting activities, ensuring complete, accurate and timely financial results.
- Review journals and balance sheet reconciliations prepared by Finance team members and ensure material reconciling items are investigated and resolved promptly.
- Maintain the integrity of the general ledger, financial reporting structures and supporting accounting records.
- Support and Maintain oversight of fixed assets, capital expenditure accounting and the fixed asset register.
- Prepare monthly variance analysis and quarterly board commentary for relevant Business units for review by the Financial Controller and GM.
- Prepare monthly cash flow forecasts and support the Financial Controller and GM in managing liquidity, surplus cash and investments.
- Support statutory reporting, taxation, grant and acquittal reporting, and external audit requirements.

Budgeting, Forecasting & Business Partnering

- Support Financial Controller and GM in developing the annual operating budget and periodic reforecasts.
- Coordinate with Finance colleagues and business stakeholders to ensure budgets and forecasts are complete, accurate and delivered within agreed timeframes.
- Build strong partnerships with business managers and attend relevant business-unit leadership meetings as the Finance representative.
- Provide timely financial analysis, explain performance variances and translate financial information into practical recommendations for business leaders.
- Develop financial models and forecasts using relevant strategic and operational drivers.
- Challenge assumptions and support the preparation of financially sound business cases and decisions.
- Deliver financial training and business partnering support in accordance with agreed Finance service levels.

Finance Systems, Data & Systems Accounting

- Support the Financial Controller in maintaining the integrity, configuration and effective operation of the Finance systems environment.
- Maintain and govern financial master data, including the Chart of Accounts, general ledger accounts, cost centres, business units, campaign IDs, reporting structures and finance mappings.
- Support data extraction, reconciliation and validation between financial and operational systems.
- Maintain documentation for finance system processes, controls, master data and key configurations.
- Support finance system access reviews, segregation-of-duties controls and audit-trail integrity in conjunction with the Financial Controller and relevant system owners.
- Develop Finance reporting capability using JDE, TM1, Power BI, Excel and other financial or business systems.

Continuous Improvement & Automation

- Proactively identify opportunities to simplify and automate Finance processes, reconciliations, reporting and data flows.
- Review workflows and controls to reduce manual intervention, duplication and risk while improving efficiency and data accuracy.
- Support Financial Controller and GM in developing scalable processes that improve reporting timeliness, accuracy and control and monitor implemented improvements to address emerging gaps.

Other Duties

- Assist Financial Controller and GMs with projects, reports and analysis as directed.
- Assist the Finance team in meeting its commitments under the Finance Business Plan.
- Undertake other duties that are reasonably within the scope of the position.

Safeguarding: Follow Aspect's safeguarding policy and Code of Conduct, complete mandatory training, remain vigilant to signs of abuse, neglect or exploitation, and escalate concerns or practices that deviate from policy.

Work, health and safety: Take reasonable care for health and safety, follow reasonable instructions, report unsafe conditions or practices, exercise duty of care for students and participants, and participate in consultation.

Essential requirements

This section outlines what key skills, experience, and qualities are needed to do the job successfully.

- Tertiary qualification in Accounting, Finance, Commerce or a related discipline.
- CPA Australia or CA ANZ qualification, or progress toward an equivalent professional accounting qualification, is highly desirable.
- Minimum five years of relevant accounting experience, including month-end reporting, balance sheet reconciliations, budgeting, forecasting and financial analysis
- Demonstrated experience providing financial analysis and business partnering support to operational stakeholders.
- Strong working knowledge of ERP and general ledger systems; Oracle JD Edwards (JDE) experience is highly desirable.
- Experience with IBM Planning Analytics/TM1 or a comparable budgeting and forecasting system is desirable.
- Advanced Microsoft Excel capability, Experience with Microsoft Power BI, Power Query or comparable financial reporting and data transformation tools is desirable.
- High-level interpersonal and communication skills, with the ability to establish and maintain effective working relationships with stakeholders.
- Demonstrated commitment to continuous improvement in financial processes, systems and controls.
- Ability to manage competing priorities and deliver work within agreed timeframes in a resource-constrained environment.
- Ability to work independently and exercise sound judgement with appropriate escalation.

Clearances

This section lists the licences, registrations, checks and clearances required to perform the position and meet organisational or legislative requirements.

- Current driver's licence, ability and willingness to travel to Aspect's sites.
- Working with Children Check clearance (or ability to obtain).
- National Police Clearance (or ability to obtain).
- International Police Check (IPC), if relevant.