

POSITION DESCRIPTION



Financial Accountant



POSITION DETAILS

Position Title	Financial Accountant
Classification	HEW 8
Position Number	7008540, 7003707, 7015435
School/Office	Office of Finance
Division	Division of Chief Operating Officer

POSITION PURPOSE

The Financial Accountant is responsible for maintaining the integrity of the General Ledger and subsidiary ledgers for the University and its controlled entities. This involves ensuring that all transactions are accurately recorded and accounted for in accordance with Australian Accounting Standards, and the various control and suspense accounts are reconciled. The position is responsible for month end accounting processes, preparation of the annual financial statements, and co-ordination of the financial audit for the University and its controlled entities, in consultation with the Senior Financial Accountant.

KEY ACCOUNTABILITIES

1. **Produce accurate and timely financial outcomes** by completing month-end processing and delivering high-quality inputs to annual financial statements for the University and its controlled entities, in alignment with University and Company policies, Australian Accounting Standards, and GSF regulations
2. **Strengthen financial integrity** through rigorous reconciliations of general ledger and sub ledger accounts, taking corrective actions to resolve discrepancies and ensure reliability and accuracy of financial data
3. **Improve audit outcomes** by preparing high-quality audit documentation, addressing audit queries, and implementing recommendations that strengthen financial controls
4. **Inform decision-making across the University** by providing expert financial advice and interpreting complex financial information for diverse stakeholders
5. **Enhance the University's financial control environment** by applying Australian Accounting Standards to all financial accounting activities and maintaining contemporary technical knowledge relevant to the role
6. **Contribute to continuous improvement of financial processes and systems** by

recommending enhancements to system governance, performance and policy relating to financial accounting operations.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. **Tertiary qualification** in Accounting, Business, or Finance, with full professional membership of CPA Australia, CA ANZ or equivalent
2. **Strong analytical and problem-solving skills**, including the ability to identify and resolve issues affecting the accuracy of the General and Subsidiary ledgers
3. **Extensive experience preparing financial statements** that comply with Australian Accounting Standards
4. **High level of digital and system capability**, including experience using computerised financial systems and standard desktop software (e.g. Oracle, TM1, GL Wands)
5. **Strong communication and interpersonal skills**, both written and verbal, with the ability to clearly explain financial information and policy
6. **Demonstrated commitment to accuracy, high-quality work and meeting deadlines**

KEY RELATIONSHIPS

- **This position reports to:** Senior Financial Accountant
- **This position supervises:** This role does not have direct supervisory responsibilities, but may provide guidance to the Financial Analyst and Assistant Accountants
- **Key internal relationships:**
 - Finance Team
 - Office of Internal Audit and Risk
- **Key external relationships:**
 - External Auditors
 - Asset Valuers
 - Controlled Entities – Management Teams, Finance and Risk Committees

CHALLENGES

- Keeping current with Australian Accounting Standards and their practical application – the role must stay up to date with frequent changes to accounting standards and apply them accurately to University and controlled entity financial activities, which adds complexity to daily and monthly financial processes, and annual reporting disclosures
- Maintaining high-accuracy financial data across multiple ledgers – ensuring that all general ledger, subsidiary ledgers, balance sheet and bank account reconciliations are correct and completed within strict deadlines is demanding, particularly in a large, complex organisation with diverse financial activities
- Meeting tight operational time frames for month-end and annual accounts – the expectation to deliver accurate month-end results and prepare annual financial statements within fixed, non-negotiable deadlines adds sustained time pressure and requires strong attention to detail and self discipline

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System

- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: Lead P&C Partner
Date: 02/03/2026