

<b>Position Title</b>	Financial Accountant
<b>Group/Portfolio</b>	Finance
<b>Classification</b>	HEW Level 7
<b>Position Number</b>	00050589
<b>Reports To</b>	Manager, Accounting, Tax & Treasury
<b>Employment Type</b>	Continuing

## 1.0 Position Purpose

The Financial Accountant is responsible for advancing, managing and safeguarding Griffith University's financial integrity and security. They will apply their expertise and judgment to ensure compliance with legal, regulatory and finance reporting requirements. They will develop, implement and continue to improve processes to comply with tax reporting requirements (e.g. FBT, GST) and resolve escalated issues.

The Financial Accountant will provide detailed advice on finance, accounting, tax and/or treasury policies, systems, controls and processes and will work collaboratively with others to solve complex strategic, operational and transactional finance, accounting, tax and/or treasury issues.

## 2.0 Eligibility Requirements

- The occupant of this position will hold relevant tertiary qualifications..
- Membership of a professional accredited accounting organisation with CA or CPA qualifications.

## 3.0 Key Responsibilities

- Advance, manage and protect Griffith University's financial integrity and security and ensuring compliance with legal, regulatory and reporting requirements.
- Responsible for developing, implementing and continuing to improve processes to comply with tax obligations (e.g. FBT, GST).
- Work collaboratively with others to prioritise and solve strategic, operational and transactional accounting, tax and/or treasury issues.
- Develop Griffith University's finance capability and support customers to comply with accounting and tax requirements through guidance, coaching and mentoring.
- Provide advice on complex accounting, tax and treasury policies, systems, procedures and obligations.

- Analyse the internal and external operating environment to identify trends, challenges, risks and opportunities and their financial and tax impacts on customers and/or Griffith University.
- Lead audit, reviews and/or verification activities to ensure that Griffith University is in compliance with legal, regulatory, reporting and quality requirements.
- Implement the finance governance approach, processes, cadences; ensuring that projects, initiatives, services and capability comply with relevant legislation, University policies and procedures and values.
- Listen to and communicate interactively with colleagues across the university and within the finance team to respond appropriately to queries, solve problems, anticipate needs/questions; develop easily understood written material; simplify complex information; proactively share information in a balanced and timely manner.
- Promote and demonstrate cultural behaviour in accordance 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.
- Maintain 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 communicate at all times 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 section of our [Capability Development Framework](#).