

<b>Position Title:</b>	Financial Accountant	<b>Position No:</b>	FNACT
<b>Position Type:</b>	Permanent Full Time	<b>Classification:</b>	DPO EA
<b>Location:</b>	Darwin, Northern Territory	<b>Reports to Position:</b>	FNCTLR
<b>Reports to:</b>	Financial Controller	<b>Last Updated:</b>	6/6/2022

## POSITION OBJECTIVES

Manage the day-to-day finance function for Darwin Port, ensuring accurate and timely processing of financial information.

## MAIN DUTIES/KEY ACCOUNTABILITIES

- Manage the general ledger including preparing journal entries, reconciling accounts, and ensure data accuracy within all Darwin Port ledgers
- Complete all general ledger reconciliations in accordance with agreed timetables. Ensuring all unreconciled items are resolved in a timely manner
- Analyse and interpreting financial information to provide assurance that balances within the ledgers complies with professional and regulatory standards and is accurate.
- Ensure internal controls regarding general ledger are appropriate and complete.
- At the end of the month or year, ensure all accrual, deferral, reclass, and interdepartmental entries are complete and in ledger and ensure that the entries and balances are correct.
- Manage the Fixed Asset Register, including leases, in accordance with accounting policies and procedures
- Manage Payroll Tax Returns, Fringe Benefits Tax and other returns to meet the taxation requirements of Darwin Port
- Provide effective and timely system administration function for Darwin Port's financial management systems.
- Assist with all external audit activities for Financial Statements, Income Tax and GST.
- Assist with financial reporting analysis and special projects as directed from time to time
- Be accountable to the completeness of the Darwin Port Accounting Manual
- Understand and apply and review relevant Darwin Port finance policies, standards and operating procedures and maintain confidentiality as per Darwin Port Privacy Policy
- Contribute positively to continuous improvement activities and initiatives at Darwin Port
- Other duties as directed by management from time to time

## QUALIFICATIONS & EXPERIENCE

Selection Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Current NT drivers' licence</li> <li>• Current MSIC or ability to obtain</li> <li>• Tertiary qualification in Business or Commerce in a financial discipline.</li> </ul>	<ul style="list-style-type: none"> <li>• CPA/ ACA membership</li> </ul>

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Selection Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>• Previous experience in a similar role</li> <li>• Experience in accounting /finance systems and processes</li> <li>• Advance skills in MS office, especially MS Excel.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of legislation, regulations and policies relevant to Darwin Port</li> </ul>

## SKILLS & CAPABILITIES

- Able to display high level of professionalism, honesty and integrity in line with Darwin Port Values
- Ability to accurately and effectively present and interpret financial information and develop customised financial reports.
- High level of self-management, professional integrity, discretion and proactive engagement in self-directed learning
- Ability to provide effective leadership, support, mentoring and coaching as required to achieve outcomes
- Well-developed interpersonal and communication skills, with the ability to relate professionally, tactfully and effectively at all levels internally and with external stakeholders in order to achieve company outcomes
- Ability to identify problems, gather information and apply knowledge and understanding of the business to address or escalate issues as appropriate
- Able to identify and meet the needs of stakeholders, manage competing priorities and resolve potential conflicts effectively
- Ability to apply safe work practices in performing duties and responsibilities and to proactively identify and report and/or resolve potential risks and hazards

## VALUES

Our organisational culture is underpinned by the Darwin Port values of **Teamwork, Respect, Integrity, Honesty and Safety.**

*You are expected to carry out your position in alignment with the above values. You must comply with all relevant workplace policies, procedures, standards and legislative requirements.*

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_