

## Job Description

<b>Job Title:</b>	<b>Accountant</b>
<b>Designation:</b>	Remuneration based on experience
<b>Work Unit:</b>	Northern Territory Major Events Company
<b>Responsible to:</b>	Corporate Governance Manager
<b>Duration</b>	Fixed Term Two Years – Full time
<b>Position Number</b>	20022

**Primary Objective:** Northern Territory Major Events Company Accountant is responsible for the day to day recording and management of office finances including all aspects of accounts payable, receivable, banking and credit card processing and reconciliation, office finance management, implementation of financial policies, procedures and controls statutory and management reporting.

### **Key Duties and Responsibilities:**

1. Provide full scope efficient office finance support with accounts payable/receivable, credit card and bank reconciliations, on-line banking support expenditure and balance sheet control.
2. Run end of month processing and reconciliations and support business unit and project managers through the provision of advice, timely reporting, review financial transactions against budget and investigate anomalies.
3. Full scope payroll processing for Company specific employees and meeting ATO reporting standards
4. Support management in all aspects of statutory and management financial reporting including BAS/IAS, FBT, Payroll Tax, annual Audit and reporting as well as operational budget management.
5. Operate and, under the instruction of management maintain the Company's financial systems. NetSuite Oracle is currently the accounting software used at NT Major Events.
6. Respond to financial inquiries by gathering, analysing, summarizing and interpreting data.
7. Advise on and recommend efficiencies and internal control improvements.

### **Selection Criteria:**

#### **Essential**

1. Proven experience in the preparation and presentation of accurate financial reports and information to assist in informed decision-making, monitoring and negotiation of solutions to complex issues.
2. Significant experience in accounts payable and receivable management and processing with sound conceptual understanding of relevant Australian taxation law
3. Demonstrated ability in use of computerised accounting systems, spreadsheets and report generation tools.
4. Expertise with payroll management and reporting including familiarity with relevant awards, Fair Work requirements and statutory reporting.
5. Proven ability to meet deadlines with competing priorities while maintaining high levels of accuracy and attention to detail.
6. Positive attitude and commitment to providing high level customer focus and service skills, with a demonstrated ability to utilise existing networks and build productive relationships with clients, stakeholders and team members.
7. High levels of computer literacy with both accounting systems Microsoft applications and specifically Excel and demonstrated ability in using information technology as an effective management and communication tool.
8. Ability to work outside normal working hours including public holidays and weekends as and when required.

#### **Desirable**

1. Tertiary qualifications in a financial discipline or studying towards this designation.
2. Previous experience with NetSuite Oracle would be beneficial