

Position Description Accountant (12-month maternity leave contract)

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Position title: Accountant (12-month maternity leave contract)	
Effective date: March 2019	Location: Canberra
Position level: ANMAC Level 6	Work area: Corporate Services
Reports to: Finance & Reporting Manager	Employment type: Part-time ongoing, 22.5 hours per week (0.6FTE). Hours and days worked to be negotiated.
About ANMAC	<p>The Australian Nursing and Midwifery Accreditation Council (ANMAC) help protect the health and safety of the community by promoting high quality standards for nursing and midwifery accreditation.</p> <p>ANMAC also assess the skills of nurses and midwives who want to migrate to Australia under the General Skilled Migration category.</p> <p>ANMAC has been contracted to provide executive and secretariat support to the Australasian Osteopathic Accreditation Council (AOAC).</p>
Role Overview:	<ul style="list-style-type: none"> • Works closely with the Finance & Reporting Manager and Finance & Support Officer to provide integrated, sustainable and high-quality accounting and reporting services to ANMAC and associated entities. • Supports the day to day running of the procurement and accounts process • Assists in the delivery of a wide range of financial services including asset management, monitoring of investments, budgeting and finance policies and procedures
Equal Opportunity Employer	ANMAC is an equal opportunity employer committed to providing a working environment that embraces and values diversity and inclusion. Aboriginal and Torres Strait Islander applicants are encouraged to apply.

Essential requirements

- Tertiary qualifications in Accounting.
- At least 3 years experience in a similar role

Selection Criteria

1. Thorough knowledge of accounting principles including accrual accounting, reconciliations, general ledger journals and willingness to learn more complex principles.
2. Strong knowledge and experience of administrative practices and demonstrated proficiency using contemporary computer applications.
3. High level written and verbal communication skills with a high level of attention to detail.
4. Sound judgement with demonstrated analytical and problem-solving skills.
5. Demonstrated ability to set goals, respond flexibly to changing requirements and manage multiple tasks concurrently.
6. Demonstrated ability to work with minimal supervision and exercise initiative, discretion and judgement in the performance of tasks with reference to established policies, protocol and procedures.
7. Demonstrated ability to adhere to ANMAC values and code of conduct, take responsibility for outcomes of work and shows a strong commitment to continued learning.

Main duties

1. Preparation of monthly management reports including trial balance reconciliation and accruals for ANMAC and associated entities.
2. Manage daily financial activities for ANMAC and associated entities.
3. Management and lodgement of documentation associated with the compliance of all statutory accounting, financial and taxation requirements
4. Assist the Finance & Reporting Manager with payroll and budgeting activities as required.
5. Review and development of finance documentation including policies, guidelines, procedures and forms.
6. Other duties and projects as directed by the Finance and Reporting Manager and commensurate with the scope and classification of the position.