



## RVHR – 15 05

Position Title:	Assistant Accountant		
Department / Location:	Finance		
Date Written:	19/09/2017	Prepared By:	Simon Bird
Current Incumbent:	Nil	Direct Report Manager:	Tim McCann
No. of employees reporting to this position:	Nil		
Date to be Reviewed:		Employment Status:	Full Time

### 1. Overall Purpose of the Role (Brief summary position of role)

- Contribute to the financial sustainability of the industry by providing accurate and timely professional accounting support to the Finance Operations team.
- Demonstrates commitment to RV Employee Values which include Health Safety & Wellbeing, Ethical Behaviour, Efficiency Participation and Service of Customers.\

### 2. Key Responsibilities / Accountabilities (5 – 7 points) (Specific tasks should be individualised in setting SMART Goals)

- Assist in the delivery and compliance of indirect tax returns (namely BAS, FBT and Payroll Tax) for RV and associated entities.
- Assist in the accurate and timely monthly reconciliation of General Ledger balance sheet accounts for RV.
- Assist with RV departmental review, accrual, rephasing and timing maintenance in preparation of the monthly financial management reports for Board.
- Assist with the annual RV budget preparation and mid-year review.
- Assist in the accurate and timely preparation of annual accounts and statutory audit files for RV and associated entities.
- Generation of purchase orders in Workplace as required by Finance Operations team.
- Assist in the stakes payment and reconciliation of prizemoney to industry participants.
- Update and maintain Finance Operations policy and procedures documentation.
- Maintain and reconcile RV fixed asset register.
- Support the Finance Operations team including credit control support and prizemoney control support when required.
- To assist in the financial operations of associated entities.
- Loading and publication of financial board papers.

### 3. Knowledge Skills Required

(To effectively perform the role, the position holder must have the following skills, experience, qualification)

- Formal Accounting qualification
- Working towards or view to commence study to gain qualification of a recognised accounting body – CA or CPA
- Demonstrated knowledge and application of accounting standards
- Demonstrated proven practical experience using accounting software
- Proven analytical problem solving skills and demonstrated attention to detail
- Competence with the Microsoft Office programs, in particular Excel
- Demonstrated interpersonal skills which facilitate effective interaction with a broad range of stakeholders
- Team focused with sound organisational skills, and the ability to undertake multiple activities
- Demonstrated commitment to the principles of customer service
- Knowledge of thoroughbred racing an advantage

### 4. Working Relationships

<u>Internal – Most frequent Contacts:</u>	<u>Nature / Purpose of Contact:</u>
• Manager – Finance Operations	• Reporting
• Financial Accountant	• Direction/Support
• Wider Finance team	• Collaboration/Consultation/Liason
• RV Departments	• Consultation/Liason
• Procurement and Facilities Manager	• Fixed asset review/Liason
<u>External – Most frequent Contacts:</u>	<u>Nature / Purpose of Contact:</u>
• ATO/State Revenue Office	• Statutory taxes
• Finance staff – clubs	• Prizemoney and club funding
• Owners, trainers and jockeys	• Prizemoney
• Debtors	• Credit control
• Financial institutions (primarily ANZ)	• Treasury and processing
• Racing Australia	• Monthly Invoices/SNS Issues

Prepared By: Simon Bird	Title:	Operations Accountant
Signature:	Date:	19/09/2017
Approved by Line Manager:	Title:	
Signature:	Date:	<i>Click here to enter a date</i>
Approved by Dept Manager:	Title:	
Signature:	Date:	<i>Click here to enter a date</i>
Approved by GM/EGM: Tim McCann	Title:	Acting General Manager - Finance
Signature:	Date:	19/09/2017