



# ROLE STATEMENT

<b>THE POSITION:</b>		<b>ACCOUNTANT</b>
<b>POSITION NUMBER/CLASSIFICATION:</b>	0009 / VPS 4.1	
<b>REPORTS TO:</b>	Finance Manager	
<b>WORK UNIT:</b>	<b>Finance</b>	
<b>ORGANISATION:</b>	National Gallery of Victoria	
<b>LOCATION:</b>	180 St Kilda Rd, Melbourne 3004	
<b>DATE OF REVIEW</b>	August 2017	
<b>VISION</b>	Creating an inspiring future: enriching our understanding of art and life.	
<b>PRIMARY FOCUS OF THE POSITION:</b>	This position, under the guidance of the Finance Manager, is responsible for cash and asset management, monthly accounting needs and general support to Finance Manager, Chief Financial Officer and NGV departments.	
<b>1. ACCOUNTABILITIES (DUTIES):</b>	<p>In fulfilling the primary focus of the position, the incumbent will typically:</p> <ol style="list-style-type: none"> <li>1. Complete financial processing, reconciliations and compilation of end-of-month reports and manage and ensure compliance of GST, FBT and other statutory issues. Ensure that all records are created and managed according to the Records Management policy and procedures.</li> <li>2. Managing the credit management function of the NGV.</li> <li>3. Maintain the financial records of NGV assets; including prepayment, other assets and property, plant and equipment.</li> <li>4. Perform the daily cash flow and assist with cash flow forecasting. Includes reconciling and managing bank accounts and transactions.</li> <li>5. Work closely with the Finance Manager and other members of the Finance team to prepare budgets, forecasts, monthly and period budget and finance reports, as required.</li> <li>6. Work closely with the Finance Manager with internal and external audits, compliance regimes and project work.</li> <li>7. Understand and become an internal advocate for the NGV's accounting, budgeting, CRM and asset systems. Provide advice to other departments in relation to financial policies and procedures.</li> <li>8. Contribute to departmental and team goals and participate in organisational initiatives and activities as required (including ensuring a safe and healthy environment for colleagues, visitors and stakeholders).</li> <li>9. Participate in and support organisational change initiatives and model NGV values and behaviours.</li> </ol>	



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<p><b>2. THE PERSON – KEY SELECTION CRITERIA</b></p>	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> <li>1. Relevant tertiary qualifications and experience, and full membership of the Institute of Chartered Accountants in Australia, CPA Australia, or equivalent, or working towards full membership.</li> <li>2. <u>Conceptual and analytical ability</u>: deals with concepts and complexity comfortably, is able to use numbers and numerical concepts to convey and obtain information, insights and ideas, uses analytical and conceptual skills to reason through problems and analyses issues from different perspectives and draws sound inferences from information available.</li> <li>3. <u>Detail focus</u>: observes fine details, identifies gaps in information, looks for logical sequences of information and highlights practical considerations of plans and activities.</li> <li>4. <u>Communication</u>: confidently conveys information in a clear and interesting way, understands and meets the needs of target audiences, welcomes constructive feedback; ensures written communications contain necessary information to achieve their purpose and uses appropriate style and formats.</li> <li>5. <u>Organising and planning</u>: identifies processes, tasks and resources required to achieve a goal, identifies more and less critical activities and operates accordingly, reviewing and adjusting as required, develops and implements systems and procedures to guide work and track progress and recognises barriers and finds effective ways to deal with them.</li> <li>6. <u>Relationship building and teamwork</u>: establishes and maintains relationships with people at all levels, forges useful partnerships with people across business areas, functions and organisations, builds trust through consistent actions, values and communications, cooperates and works well with other in the pursuit of team goals, collaborates and shares information and accommodates and works well with the different working styles of others.</li> <li>7. <u>Drive, commitment and integrity</u>: enthusiastic and committed, accepts changed priorities without undue discomfort, remains calm and in control under pressure, committed to the public interest, operates in a manner that is consistent with the organisation’s code of conduct, is honest in conduct and takes responsibility for own actions.</li> </ol>
<p><b>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</b></p>	<ul style="list-style-type: none"> <li>• Familiarity with Microsoft Dynamics GP or similar would be advantageous.</li> </ul>
<p><b>4. KEY RELATIONSHIPS</b></p>	<p>Build and maintain effective working relationships across the NGV and with external key stakeholders; and in particular with the following:</p> <p>INTERNAL: All NGV Departments.</p> <p>EXTERNAL: Regulatory bodies (ATO, external consultants, internal and external auditors) and customers.</p>
<p><b>5. OTHER RELEVANT INFORMATION</b></p>	<ul style="list-style-type: none"> <li>• The National Gallery of Victoria is an Equal Opportunity Employer and operates a smoke free work environment.</li> </ul>



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	<ul style="list-style-type: none"><li>• Hours of duty will be according to work unit requirements.</li><li>• All employees of the National Gallery of Victoria are required to undergo security clearances performed by Australian Federal Police, and are required to undergo Human Resources and Risk, Safety, Security &amp; Environment Inductions.</li><li>• In line with the <i>Child Wellbeing and Safety Amendment (Child Safety Standards) Act 2015</i>, the National Gallery of Victoria (NGV) is committed to upholding the Victorian Child Safe Standards, to the best of its abilities and resources.</li><li>• It is the employee's responsibility to familiarise themselves with, understand and adhere to NGV's Policies and Procedures as varied from time to time.</li><li>• Conditions of employment are pursuant to the NGV's Enterprise Agreement.</li><li>• All new appointments are subject to a three-month probationary period which may be subject to review.</li></ul>
<b>6. ABOUT THE ROLE STATEMENT</b>	As the National Gallery of Victoria evolves to meet the changing needs of the Victorian Public, so will the roles required of its entire staff. As such, staff should be aware that this document is not intended to represent the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in local area work and project plans, and in performance plans developed by the incumbent and relevant supervisor as part of the National Gallery of Victoria's performance management process.
<b>7. EMPLOYEE ACCEPTANCE</b>	Signature: _____ Name: _____ Date: _____
<b>8. MANAGER AUTHORISATION</b>	Signature: _____ Name: _____ Date: _____