

Position description

Position title	<i>Assistant Accountant</i>
Group / Branch	<i>Finance & Technology</i>
Reports to (Title)	<i>Reports to Manager, Financial Accounting & Reporting</i>
Competency level	<i>Individual Contributor</i>

Job Purpose

The Assistant Accountant is responsible for assisting with the delivery of South East Water's key financial reporting obligations, and external compliance obligations consistent with government policies, accounting policies and audit requirements.

Working closely with the Manager, Financial Accounting & Reporting and the Financial Accountant, this role plays an integral part of the Financial Accounting team in performing a number of core functions pertaining to financial accounting. The key functions of the Financial Accounting team include managing transactional banking and treasury operations, preparing reconciliations and journals, assisting with financial reporting to external stakeholders, statutory and tax compliance when required, assisting with the fixed assets register and ensuring the integrity of general ledger and financial information produced.

Key Accountabilities

The Assistant Accountant is responsible for the following:

Transactional accounting and operations:

- Preparing daily cash reconciliation, through the analysis of bank transactions against general ledger and subledgers, to ensure the integrity and accuracy of financial data, and proactively investigate variances.
- Preparing monthly work papers and reconciliations for various general ledger accounts, including the investigation and resolution of reconciling items.
- Preparing and posting journals including daily cash transactions and monthly accrual journals.
- Forecasting cash flows requirements, including preparing recommendations based on South East Water's treasury policy, on whether to invest with or borrow from the Treasury Corporation of Victoria.
- Processing various invoices from other Government agencies on an accurate and timely basis.

General Reporting and Controls:

- Assisting with the preparation of reports for various internal and external stakeholders such as monthly board reports, annual financial statements, annual report and corporate plan data to DELWP, and ABS surveys.
- Assisting with the preparation of tax returns including BAS, PAYG, FBT and payroll tax.

- Maintaining computerised records management system to ensure compliance with records management policies, procedures and guidelines and to contribute to the provision of timely and accurate information for reports, submissions and general advice.
- Assisting with both internal and external audit processes where required, including the provision of information.
- Assisting with fixed asset accounting, including performing asset stocktakes and processing asset capitalisations.
- Supporting the financial accounting team and the wider finance team .

Technical accounting:

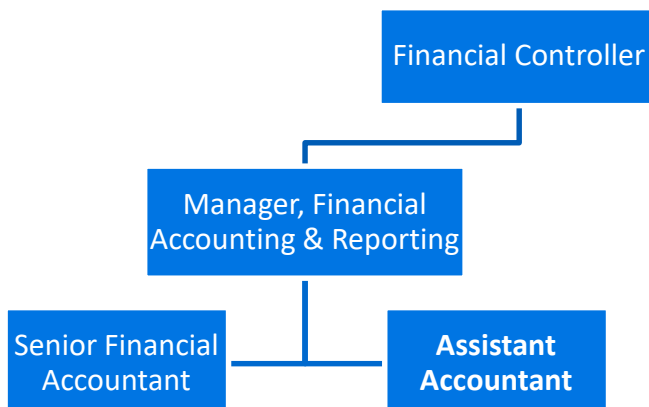
- Assisting with the preparation of the annual financial statements, including collating information to support the notes of the financial statements and analysing ledger data for discrepancies.
- Assisting the Finance team in preparing simple accounting advice and recommendations.
- Assisting with updating finance policies and procedures.

Knowledge, Skills & Experience

- A tertiary qualification in a relevant discipline such as accounting and/or finance
- CPA or CA qualification, or working towards
- Previous preparation in the management of reconciliations, including bank reconciliations, balance sheet reconciliations and monthly journals
- Developing ability to quickly resolve business queries with employees across the business, using established business processes and accounting principles on a timely basis, where applicable
- Developing ability to work within tight deadlines and keeping stakeholders informed on a timely basis
- Good attention to detail
- Developing ability to problem solve and seek process improvements
- Effective verbal and written communication and collaboration skills to inform internal and external stakeholders
- Sound knowledge of accounting software and in MS Office suite products, including Outlook, Word and Excel

Dimensions

Organisational Chart



Number of people managed:

N/A

Size of budget managed:

N/A

Value of Assets managed:

N/A

Ensuring a sustainable, resilient organisation:

Authorities outlined in [Instrument of Delegations](#) none

Compliance management responsibilities outlined in the [compliance and obligations register](#)
none