



Position description

Position title	Systems Accountant
Group / Branch	Finance and Technology/Finance
Reports to (Title)	Finance Systems Manager
Competency level	<i>Individual Contributor</i>

Job Purpose

The Systems Accountant is responsible for assisting with maintaining the current Finance Enterprise Resource Planning (ERP) and associated financial systems to ensure their efficient integration and operation for users. This role is the first point of contact for users in all matters relating to general ledger, accounts payable, fixed asset register, inventory stores in the Oracle ERP module and associated applications.

The Systems Accountant also assists the Finance Systems Manager with creating and implementing strategic solutions to guarantee that all South East Water employees use the Finance ERP and associated financial systems to their full potential.

Key Accountabilities

The Systems Accountant is responsible for:

- Assisting with maintaining South East Water's Finance ERP and associated financial systems to ensure their efficient integration, operation, data integrity and accuracy.
- Assisting with educating system end-users on how to use South East Water's Finance ERP and associated financial systems efficiently and effectively.
- Providing first level technical support and resolution for any functional system issues, incidents and process requests from end users.
- Collaborating with internal and external stakeholders on an ongoing basis to ensure end-user financial system and process requirements are met.
- Performing month-end and year-end ERP requirements.
- Supporting the Finance Systems Manager in maintaining the integrity of the finance Chart of Accounts.
- Maintaining the month end Balance Sheet reconciliation software – Blackline and cash management integrations as a system administrator
- Supporting the Finance Systems Manager with the delivery of projects in the Finance team's digital transformation roadmap.
- Assisting management with internal and external audits.
- Assisting with ad-hoc data analysis and reporting where required.



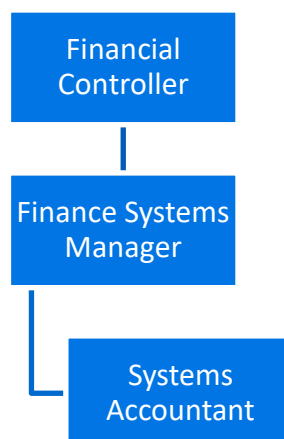
Knowledge, Skills & Experience

- Sound knowledge in the use of Finance ERP systems (Oracle Fusion Cloud) and databases, including programs such as PowerBI and a range of spreadsheet applications, including MS Excel.
- Sound knowledge and understanding of accounting concepts, procedures and principles.
- Ability to understand business processes.
- Ability to identify and solve problems (including technical) using established business processes and drawing on previous experience to solve standard/routine queries.
- Ability to seek process improvements under guidance where required.
- Ability to identify system risks and opportunities and escalate, as required.
- Ability to work within tight deadlines and effectively prioritise workload to successfully contribute to concurrent project tasks.
- Good verbal and written communication skills to inform internal and external stakeholders.
- Proactive approach with the ability to work autonomously.
- Strong attention to detail.
- A Tertiary Business or Finance or Accounting qualification, with at least 2+ years of accounting experience
- CPA or CA qualified or working towards completion.
- IT experience is desirable (but not mandatory), with coding, SQL and/or service desk experience is highly regarded.

Dimensions

Organisational Chart

The Systems Accountant reports to the Finance Systems Manager.



**Number of people managed:**

The Systems Accountant has no direct reports.

Size of budget managed:

Not applicable for this role.

Value of Assets managed:

Not applicable for this role.

Ensuring a sustainable, resilient organisation:

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

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

South East Water operates a 24/7 service environment. Whilst this role does not involve after-hours rostered duty, all employees may be required to provide out of hours support from time to time as required.