

# IWC Role Statement

<b>ROLE TITLE:</b>	<b>Accountant</b>
<b>REPORTS TO:</b>	<b>Business Manager</b>
<b>DATE PREPARED:</b>	<b>February 2009</b>
<b>PREPARED BY:</b>	<b>SST</b>

This Statement represents an accurate description of the role.

<b>Position Incumbent:</b>	Dated:	.... / .... / ....
<b>Chief Executive:</b> Mark Pascoe	Dated:	.... / .... / ....

- PRIMARY ROLE PURPOSE:** The purpose of this role is to:
- ~ Provide strong support to Business Manager and work with accounts staff;
  - ~ Contribute to project activities by ensuring support of project managers and project staff in all aspects of project financial planning and controlling to deliver quality outcomes;
  - ~ Manage the organisation’s financial and management reporting, and all financial statutory obligations;
  - ~ Maintain and enhance computerised accounting systems;
  - ~ Develop, maintain and enhance administrative systems including Contract Management System;
  - ~ Contribute to the achievement of internal and external client satisfaction by delivering a high quality service.

## CUSTOMERS

- ~ Chief Executive;
- ~ Business Manager;
- ~ Executive Manager, E&T Senior Lecturer, Project Managers;
- ~ Internal & External Auditors;
- ~ Board of Directors;
- ~ External Clients;

## KEY ACCOUNTABILITIES

### Accounts

- ~ Work with Business Manager, Accounts Officer, and project managers to ensure that all accounts tasks and processes (inclusive of preparation of BAS statement, FBT return and annual statutory accounts) are completed accurately, efficiently and in a timely manner;
- ~ Assist Business Manager with compiling financial and management reports as well as board reports;
- ~ Support Business Manager with internal and external audits;
- ~ Assist with the continuous optimisation of IWC's finance systems and procedures;

### Project Control

- ~ Maintain and further develop the IWC Project Management Report System and assist Project Managers in the planning, control and update of project schedules, resource, budgets and forecasts;
- ~ Initiate invoicing of customers in line with commercial and contractual arrangements;
- ~ Perform general administrative tasks as well as validating invoices and maintain and deliver updated project portfolio's to key stakeholders.

### Contract Management

- ~ Support Business Manager in development, introduction and maintenance of a Contract Management System.

### General responsibilities

- ~ Ensure that confidentiality on sensitive issues is maintained;
- ~ Undertake all work and ensure personal conduct is in accordance with company policies and procedures and relevant legislation, including the Corporations Act, Occupational Health & Safety Policy, EEO and Sexual Harassment Policy, Fraud Policy, Environmental Policy, Awards and agreements.

## KEY SELECTION CRITERIA

### ESSENTIAL:

- ~ CA/CPA with 3-5 years experience;
- ~ High level of competency using MS Excel;
- ~ Demonstrated experience in working with small to medium business accounting software (MYOB or similar);
- ~ Capacity to quickly structure and analyse tasks, processes and problems;
- ~ Ability to work independently and in a team as required, and to manage own time and priorities.

### DESIRABLE:

- ~ Experience in project controlling – budget control, forecasts, risk management;
- ~ Experience in accrual project accounting;
- ~ Familiarity with small to medium joint-venture businesses;
- ~ Experience in using MS ACCESS.