



Position description

Title:	Financial Accountant
Branch/Department:	Business Services - Finance
Status:	Full Time
Location:	Emerald
Reports to:	Finance Manager
Direct Reports:	Nil
Hours/Days of Work:	9.00am to 5.00pm Monday to Friday – weekends by arrangement
Travel:	Puffing Billy Railway (PBR) sites and some local travel required
Requirements:	<p>Current Victorian Working with Children Check (WWCC)</p> <p>Resolved National Criminal History Check and regular updates as per policy</p> <p>Completed a National Transport Commission Category 3 Health Assessment Medical</p> <p>Professional accounting designation (CA, CMA or CPA)</p>

Job Purpose

The Financial Accountant provides financial and administrative support essential for a robust and compliant financial system. The position is responsible and accountable for the efficient and effective provision of accurate and timely financial and accounting services in line with policy, statutory and professional standards. The position supports Branch Managers by providing a conduit between Operations and Finance.

Key Duties & Responsibilities

- Champion of the Netsuite ERP System
- Ensure general ledger integrity by championing internal controls
- Preparation & processing of monthly standing, accruals & depreciation journals
- Reconciliation of Project P&L expense accounts
- Reconciliation of WIP Capex balance sheet accounts
- Reconciliation of General Ledger balance sheet accounts
- Preparation of BAS & FBT returns
- Assist with the preparation of monthly & annual financial statements
- Assist with the preparation of budgets & forecasts
- Assist with data analysis and creation of ad hoc management reports
- Support Operational Teams by providing information surrounding financial inquiries & analysis
- Liaise with Internal & External Auditors
- Assist with process improvement and system enhancement initiatives
- Continually review and improve work methods associated with this role

General

- Provide support and cover as required to the Finance Team
- Maintain a Child Safe environment including reporting responsibilities and procedures



- Actively participate in continuous improvement – learning and development programs and performance management programs
- Adhere to all company values, principles, policies and procedures
- Other tasks and duties as required

Key challenges and problem solving

- Fostering financial literacy for non-financial Operational Teams
- Championing the role of internal controls
- Implementing process improvement

Key Competencies

- Strong accounting & internal control knowledge
- Energetic & passionate advocate for accounting processes and compliance
- Solid computer skills including Microsoft suite, ERP and Payroll systems
- Ability to work un-supervised and under pressure
- Ability to work as a team & to lead by example
- Ability to work cooperatively and respectfully with others from various backgrounds and cultures
- Flexible and adaptable with ability to problem solve and multi-task
- Integrity, with an ability to handle confidential information
- Strong organisational & time management skills with ability to prioritise and follow-through
- High level verbal and written communication skills
- Focus on service excellence, exceeding internal and external customer expectations

Qualifications & Experience Required

- Bachelor's Degree in Accounting, Finance or related field
- Professional accounting designation (CA, CMA or CPA)
- 5+ years' experience in a financial accounting role
- Experience working with ERP software (Netsuite is advantageous)
- Awareness of multi-software systems integration
- Previous experience working in government, not-for-profit, tourism sectors desirable
- An understanding of Puffing Billy's history and current business looked upon favourably

Key Relationships

- PBR staff, volunteers and visitors
- External stakeholders including elected officers and senior management in public and private organisations

Health & Safety

Senior employees have responsibilities on behalf of the organisation but must also comply with their requirements as employees. It is their responsibility to:

- Ensure adherence to OHS policies and procedures.
- Consult with employees and H&S representatives (where they are elected) on OHS issues.
- Ensure that employees are equipped with the information, instruction, training and supervision that they need to work safely.



- Identify, assess if necessary and control hazards within their area of responsibility.
- Encourage early reporting of incidents and forward information to RTW Coordinators immediately
- Assist with initiating an early return to work on suitable duties after a workplace injury
- Access sources of OHS information and systematically disseminate information to all employees.
- Ensure that employees including volunteers and contractors are aware of, and abide by, all relevant health and safety procedures particularly those relating to the operation of plant and equipment.
- Develop safe work procedures as required and ensure adherence to procedures.
- Provide PPE as required and ensure employees are aware of correct usage and storage requirements.
- Ensure all plant and equipment is properly maintained
- Maintain relevant knowledge of OHS issues.
- Act as a role model by demonstrating safe work behaviours.

The following health and safety factors are relevant to this position

Frequent (occurs 1/3-2/3 of time)	Constant (occurs 2/3+ of time)
<ul style="list-style-type: none"> • Manual handling task (0 – 9kg) • Gripping, holding, clasping with fingers/hands 	<ul style="list-style-type: none"> • Hand/arm movement i.e. stacking, reaching, typing and sorting • Walking on uneven surfaces • Sitting at workstation • Responsibility for the safety of others

Additional Notes

- Some weekends and public holiday work will be required on rostered basis
- As Puffing Billy Railway's peak time is during the Victorian school holiday period, taking leave during school holidays is limited
- Puffing Billy Railway is a child-safe organisation. All employees and volunteers are required to undergo a National Police Check, a Working with Children Check and sign an acknowledgement of our Child Safety and Wellbeing Policy, Reporting Procedures and Child Safety and Wellbeing Code of Conduct.
- PBR is a zero drug and alcohol workplace – workplace participants maybe subject to unannounced drug and alcohol testing

Acknowledgment

I have read and understood the above position description and I agree to undertake the duties outlined. I declare that I have no health, medical or other restrictions that would affect my ability or capacity to undertake these duties in a safe manner.

Employee Name: _____
 Employee Signature: _____

Date: _____

Approved By:	Stefanie Straub	Date:	April 2022
Last Updated By:	Elizabeth Oxworth	Date:	April 2022



Puffing Billy Railway's staff and volunteers are committed to providing positive experiences for children in an environment that is caring, nurturing and safe.

Our Children, Our Focus, Our Future, Speak Up!