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| <b>Position title</b>  | Assistant Director – Financial Accounting  |
| <b>Position number</b> | PN10   |
| <b>Classification</b>  | EL1  |
| <b>Location</b>        | Townsville, QLD  |
| <b>Salary</b>          | EL1 \$121,312 - \$132,962 PA<br>(NB employees ordinarily start on the base salary and then advance to the top pay point over time as per the Enterprise Agreement) |
| <b>Employment type</b> | Ongoing/Non-ongoing; Full-time   |
| <b>Security level</b>  | Negative Vetting Level 1   |
| <b>Section</b>         | Finance  |
| <b>Branch</b>          | Corporate Services   |
| <b>Contact officer</b> | Marni Taylor, Acting Chief Finance Officer, Ph. (07) 4750 0603   |

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## The Organisation

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The Great Barrier Reef is a World Heritage listed tropical marine ecosystem of 3000 individual coral reefs, deep shoals, seagrasses and mangrove systems that support many thousands of marine species. Bigger than Italy, it stretches 2300 kilometres along Australia's Queensland coast. It is the Sea Country home for about 70 Traditional Owner groups whose connections with the Reef go back more than 60,000 years. The Reef inspires awe in two million tourists every year, supports approximately 64,000 jobs and contributes over \$6 billion a year to the Australian tourism economy.

The Great Barrier Reef Marine Park Authority (the Reef Authority) is a Commonwealth non-corporate entity, and a statutory agency established by the Great Barrier Reef Marine Park Act 1975 (Marine Park Act), reporting to the Minister for the Environment and Water. Our objective is the long-term protection, ecologically sustainable use, understanding and enjoyment of the Great Barrier Reef for all Australians and the international community through the care and development of the Marine Park.

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## The Position

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We are seeking an experienced Financial Accountant who will provide high level support, advice and technical expertise to the Director – Finance/Chief Finance Officer and partner with the Reef Authority's executive and management teams in regard to financial accounting responsibilities and advice.

As the Assistant Director – Financial Accounting, you will be responsible for the preparation of financial statements, coordination of external audit and end-of-year processes, management of

taxation obligations, cash management, financial asset management, system accounting, and the preparation of reconciliations and accurate and timely financial information for management and the Department of Finance.

You will provide leadership, direction and coaching to ensure staff have the skills and knowledge to effectively achieve business objectives and meet deliverables.

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## Where the role fits

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The Corporate Services branch provides efficient, effective and contemporary services in key function areas such as, Finance, People Services, Legal Services, Technology and Digital Services and Business Operations. The branch works collaboratively with other Reef Authority branches to enable them to deliver on their objectives and work tasks.

The Finance section provides financial frameworks, systems, and support. It covers three main areas: Financial Accounting - which is responsible for accounts payable, cash management and statutory reporting; Management Accounting - which is responsible for accounts receivable, budgets, forecasting and management reporting, Remuneration – which is responsible for payroll services including superannuation; and Procurement and Contracting - which is responsible for travel, procurement and contracting.

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## The Person

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The suitable candidate will be agile and adaptive in the way they work, open to change and willing to explore innovative ways of working. When you work for us, you understand that leadership exists at all levels, and you display this at all times. You work collaboratively to deliver results and display the personal drive and integrity expected of an Australian Public Service (APS) employee.

- ✓ You have experience in the preparation of financial statements.
- ✓ You have systems accounting experience in large Enterprise Resource Planning (ERP) software.
- ✓ You have excellent time management, prioritisation and organisational skills.
- ✓ You have highly developed written and verbal communication skills with the proven ability to communicate with a broad spectrum of internal and external stakeholders.
- ✓ You have excellent analytical, numerical, problem solving and investigative skills.
- ✓ You have demonstrated presentation skills and report writing skills with the ability to clearly explain complex issues.
- ✓ You are a leader that is agile, accountable, and empowers others.

First Nations People are strongly encouraged to apply for this role.

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## Duties

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1. Provide timely financial and system accounting expertise through the delivery of value adding services, advice and insight to managers.
2. Maintenance and control of all financial and asset records, preparation of all requisite taxation and financial accounting requirements.
3. Coordinate and prepare the Central Budget Management System requirements regarding cash management and actuals reporting.
4. Coordinate and prepare the Annual Financial Statements, conforming to external audit requirements.
5. Engage with internal and external stakeholders on complex and/or sensitive issues and negotiate and influence outcomes to achieve Reef Authority objectives.

6. Provide expert advice on accounting and finance issues as required and contribute to the development of the Reef Authority's financial management strategy and internal controls to improve the efficiency and effectiveness of the organisation.
7. Manage special projects as required and encourage adherence to prescribed policies and procedures.
8. Provide leadership and coaching to support the small financial accounting team to achieve positive outcomes.

As an APS employee you may be reassigned to a different set of duties at the same classification level at the discretion of the agency head (CEO), taking account of operational requirements in the agency.

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## Core Accountabilities

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As an employee of the Reef Authority, you will have the following core accountabilities where:

1. You will take responsibility to ensure that you are fit for duty, taking reasonable care for your own health and safety and that your acts or omissions do not adversely affect the health and safety of others in the workplace. You will contribute to the effective implementation of the Reef Authority's work health and safety (WHS) Policy and Manual and comply with the WHS Codes of Practice and legislation.
2. You will uphold the APS Code of Conduct, the APS Values and the APS Employment Principles, comply with relevant legislation, and observe the policies and procedures of the Reef Authority as in force from time to time.
3. You will model and uphold the Reef Authority's behaviours that will deliver our ideal culture:



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## Eligibility requirements & qualifications

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Applicants **must**:

1. Be an Australian citizen at the time of applying for position.
2. Be able to obtain and maintain a Negative Vetting Level 1 security clearance; failure to do so will result in termination of employment.

3. Be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service; if you are deemed to be the successful candidate.
4. Hold and maintain professional qualification with CPA or CA.

### Essential requirements

- Tertiary qualification in business, commerce or accounting, and a minimum of 5 years relevant post—graduate experience in the accounting environment.
- Excellent working knowledge of Microsoft Office applications.
- Extensive knowledge of, or the ability to quickly acquire knowledge of, the following statutes and standards, as they relate to the position:
  - Australian Accounting Standards
  - Commonwealth Financial policies and procedures
  - Financial Delegations.

### Desirable qualifications or equivalent experience

- Previous experience utilising Technology One Finance System or similar ERPs.

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## Preparing your application

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Please ensure you read the instructions carefully, noting failure to address identified requirements may lead to your application being deemed ineligible.

You will be required to prepare a response document (“pitch”) in MSWord or PDF format using standard margins and size 11 Arial font.

Please prepare a ‘pitch’, which does not exceed **two** pages, in relation to the advertised role, outlining:

1. how your experience, abilities, knowledge and personal qualities would enable you to perform the duties and meet the technical and behavioural capabilities of the role.
2. any specific examples or achievements that demonstrate your ability to perform the role.
3. how you meet the eligibility requirements and qualifications for the position.

When you include an example, you should explain:

- ✓ your personal role in the task.
- ✓ the methods you used.
- ✓ any barriers you were able to overcome, and
- ✓ the outcome.

When crafting your response, we encourage you to review ‘**Cracking the Code**’ and the relevant **Australian Public Service Work Level Standards** which can be found on the Australian Public Service Commission website: [www.apsc.gov.au](http://www.apsc.gov.au)

Your application must include:

1. your ‘pitch’ (as described above).
2. proof of Australian citizenship.
3. a current curriculum vitae (resume) that includes:
  - ✓ an outline of your career history.
  - ✓ qualifications and/or formal/informal training relevant to the position.
  - ✓ contact details for at least two recent referees, one of whom should be your current supervisor.

Applicants are advised to read further information provided on the [Great Barrier Reef Marine Park Authority Careers website](#).

To apply for this position, please see the vacancy listing on [The Reef Authority's Career Portal](#).

**PLEASE NOTE: - The panel may not consider additional information such as a cover letter or content exceeding the page limit.**

**Position description approved by:**

Fiona Macdonald

**Director – People Services**

2/06/2026