NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

Position Title	Financial Accountant
Classification	Executive Level 1
Salary	$121,755 - $132,713 p.a. plus superannuation
Nature of Employment	Ongoing
Position Number	89072
Branch	Corporate
Section	Finance
Immediate Supervisor	Chief Financial Officer
Location	Acton ACT
Last Reviewed	05/11/2026 (CW)

About the National Film and Sound Archive

The National Film and Sound Archive of Australia (NFSA) is Australia's audiovisual archive, telling the national story by collecting, preserving and sharing audiovisual media, the cultural experience platforms of our time. The collection itself dates back to 1935, making it one of the world's oldest audiovisual collections. It is also one of the country's most used cultural collections, with around 125 million views of collection content each year. The NFSA is in a period of significant change. Following increased Government investment, the institution is in a process of digital transformation, establishing the NFSA as Australia's most dynamic and valued cultural organisation. We are rebuilding our curatorial workforce and developing the NFSA's capacity to digitise our collection at scale – to preserve it for the future, to make sure it can be discovered, and to share it with all Australians.

We continue to work on developing a stable, secure and future-proof workforce across our four physical sites based in Canberra and Mitchell in the ACT as well as in Sydney and Melbourne.

We are also undergoing a program of business improvement for many of our corporate systems to improve efficiency and reduce manual handling.

We are an ambitious organisation, and we aim to be an employer of choice within the Galleries, Libraries, Archives and Museums (GLAM) sector, providing exciting and challenging work, as well as favourable employment conditions and unique development opportunities for our staff.

Cultural Values

We are an equal opportunity employer, embracing a diverse range of applicants such as veterans, and people who identify as Aboriginal and/or Torres Strait Islander, LGBTQIA community members, individuals with disabilities and/or health conditions, as well as those from varied faith and cultural backgrounds. At the NFSA we prioritise the development of a safe, inclusive, and high-performance culture through shared actions and behaviours that align with our strategy and direction. This empowers our employees to effectively contribute to our goals.

The National Film and Sound Archive of Australia is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

About the Team

The Finance Section sits within the Corporate Branch and manages the day-to-day financial operations of the NFSA, budgeting & financial reporting, taxation obligations and valuation of assets.

The Opportunity

The Financial Accountant plays a key role in engagement and collaboration with both internal and external stakeholders, ensuring the delivery of quality outputs and outcomes. Reporting to the Chief Financial Officer, the Financial Accountant leads a small team and needs to be capable of supporting others and promoting a client focussed culture.

Key Responsibilities/Duties

Under broad direction, this position is responsible for delivering the following functions:

- Review and approve the work of the Finance Officer/s and manage the day-to-day activities of the Finance team.
- Engage and collaborate with key internal stakeholders to identify opportunities, achieve outcomes and facilitate cooperation.
- Review supplier and credit card expenses and approve payments, including managing the distribution of royalties.
- Complete month end accounting processes, including journals, month-end accruals and reconciliations.
- Lead the preparation of the NFSA's internal management (monthly and annual) reports and annual financial statements and submit information in the Central Budget Management System (CBMS).
- Prepare the NFSA's Portfolio Budget Statements (PBS) and MYEFO update, maintain the budget system, and support compliance with annual audit requirements of the Australian National Audit Office (ANAO).
- Monitor and report compliance with taxation obligations such as GST and FBT and providing of related advice as required.
- Contribute to the development and review of financial policies and procedures appropriate to the NFSA's operations and legislative obligations.
- Interrogate the Financial Management Information System to answer complex financial questions, including Questions on Notice.
- Provide expert accounting advice on policy, solving complex issues, and ensure compliance with legislative, financial and administrative frameworks, and government policies.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. Extensive knowledge and experience of accounting and financial management procedures in an Australian Government environment.

2. Demonstrated ability to comprehend, analyse and provide advice on complex financial information.
3. Highly developed oral and written communication skills and client focus, including ability to manage key stakeholder relationships and present complex financial data to a range of audiences.
4. Demonstrated management experience, including ability to generate workable financial solutions and make sound judgements.
5. Ability to provide high level of quality assurance across team and individual work.

Qualifications and/or relevant experience required

Mandatory:

- Professional accounting qualifications (CA or CPA).
- Experience in the use of computer-based accounting systems including Technology One, XLOne reporting and CBMS.

Work Environment Description

The following work environment description outlines the inherent requirements of the role and indicates how frequently each of these requirements would need to be performed. Please note that the National Film and Sound Archive is committed to providing reasonable adjustments and ensuring all individuals have equal opportunities in the workplace.

Type of demand **(e.g. administrative, physical)**	**Frequency** **(e.g. occasionally frequently, never)**
Administrative	**Frequency**
Telephone use	Occasionally
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Physical demands	**Frequency**
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never
Climbing Stairs	Occasionally
Manual handling	**Frequency**
Lifting 0 - 9kg	Occasionally
Lifting 10 - 15kg	Never
Lifting 16kg+	Never
Climbing	Never
Reaching	Never
Foot and leg movement	Occasionally
Hand, arm and grasping movements	Occasionally
Bending/squatting	Occasionally
Bend/Lean Forward from Waist/Trunk twisting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Frequently

Travel	Frequency
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Interstate travel	Occasionally
Specific hazards	**Frequency**
Risk of viewing distressing content when admitting items to the Collection.	Never
Limited lighting e.g. working in a studio.	Never
Working at heights	Never
Exposure to extreme temperatures e.g. cool/cold, heat/hot environments	Never
Operation of heavy machinery e.g. forklift, pallet jack	Never
Confined spaces	Never
Noisy plant and equipment	Never
Handling of dangerous goods/equipment e.g. gases; liquids; biological.	Never
Uneven surfaces	Occasionally
Collection hazards e.g. mould, cellulose nitrate	Never
Laboratory environments e.g. fume hood work	Never

How to Apply

When applying via our online e-recruitment system, please address the details in the 'Key Responsibilities' and 'Selection Criteria' by outlining in 1,000 words or less, how your skills and relevant experience demonstrate that you would be our ideal candidate. Your current resume is also to be included in your application.

In addition to an application and your resume, the assessment process for this position may also include an interview and referee reports.

We welcome and encourage applications from people with disability, the LGBTIQ+ communities, from Aboriginal and/or Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen.
- Satisfactorily complete an Australian Federal Police National Police Check.

What we offer you

We provide a diverse, inclusive, and supportive work environment with access to:

- Great training and development opportunities.
- Generous leave and flexible working arrangements.
- Our Employee Assistance Program (EAP – a free counselling service for you and your family).
- A competitive salary, plus 15.4% superannuation.
- Rewards and recognition initiatives.

Contact Officer

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