Australian Government
Productivity Commission

Position Description (PD)	
Role	Senior Accountant
Branch	Corporate Group
Team	Finance and Office Services
Level	APS Level 6 (Broadband Staff Level 2)
Role context	**About the Team** The Finance and Office Services Team supports the achievement of the Productivity Commission's (PC's) objectives by: • providing timely and accurate financial and procurement information and advice which supports sound decision making and ensures the ongoing financial sustainability of the PC. • ensuring the PC complies with all relevant legislative and policy/procedural requirements including those relating to financial management, administration and reporting.
Security level	The preferred applicant will be required to successfully undergo the security clearance vetting process to obtain a Baseline clearance level. Further information about security clearances can be found at Australian Government Security Clearance Applicant Guide Book.
Reports to	Assistant Director, Finance
Direct reports	Nil
Contact Officer	Catherine Allison, catherine.allison@pc.gov.au

Responsibilities	• Provision of high-quality financial strategy, reporting and advice to internal external stakeholders including:
	  ○ Preparation of internal monthly financial reports and analysis of monthly financial results, including variance explanations.
	  ○ Responding to management requests for financial evaluation and analysis.
	  ○ Assisting in forecasting activities in conjunction with the Assistant Director
	  ○ Substantial contributions to the development of the Annual Financial Statements, Portfolio Budget Statements, CBMS reporting, audit and internal budgets.
	  ○ Coordinating and preparing financial input into Commission reporting requirements including the annual report, senate estimates and questions on notice.

	○ Contributing to the efficient and effective administration of finance functions, including month end journals, accounts processing (payable and receivable), tax and asset management. • Responsibility for the administration of TechnologyOne in conjunction with the Assistant Director. • Assisting with system upgrades, integration and streamlining. • Maintaining complete, accurate and timely records in accordance with required standards and ensure these and other working papers, documents and information is stored and accessible in accordance with Commission and team requirements. • Providing accurate and timely advice to external and internal and external stakeholders. • Developing and reviewing finance (including procurement) policies, procedures and guidance. • Conducting Finance induction sessions for new Commission staff • Ensuring compliance with all statutory and regulatory obligations • Actively contributing to, and supporting, continuous improvement of team processes and procedures. • Supporting procurement and contract activities across the Commission ensuring compliance with the Public Governance, Performance and Accountability Act 2013 (the PGPA Act) and Commonwealth Procurement Rules. • Assist with undertaking the procurement of furniture and minor fit-out alterations and the disposal of surplus furniture and equipment in accordance with Department of Finance guidelines.
Selection Criteria	**Professional expertise:** • Thorough knowledge and understanding of management and financial accounting practices, principles and standards and the Commonwealth Government financial management framework. • Demonstrated knowledge and understanding of relevant legislative, financial, and administrative frameworks and government decision-making processes. • Highly developed analytical, research and problem-solving skills, and the ability to consistently produce work that is timely, accurate and displays a high level of attention to detail. • High level skills and knowledge of Financial Management Information Systems and Microsoft Excel. • Demonstrated knowledge and understanding of relevant legislation, policy and systems including the PGPA Act, Commonwealth Procurement Framework and AusTender. • Hold an Accounting/Finance degree and be a Certified Practising Accountant or Chartered Accountant. **Effective Engagement:**

	• The ability to build and maintain constructive working relationships - sharing information, collaborating, and consulting with others, interacting confidently and credibly with colleagues and key stakeholders. • The ability to communicate clearly and influentially – communication (both written and oral) is clear, succinct, contains accurate information and uses suitable language and tone for the audience. **Personal Productivity and Growth:** • Maintain a focus on own development, by actively seeking and acting on feedback and taking opportunities to expand knowledge and skills. • Display initiative and resilience and responds in a positive and flexible manner to change and/or uncertainty.