

Position Title:	Financial Accountant
Reports to:	Head of Finance
Direct reports:	Nil
Review date:	March 2022

Position objective

The role of the Financial Accountant is to deliver efficient and accurate financial and management accounting, support internal and external reporting, transactionally manage the project and fixed asset accounting, ensure compliance with statutory and legislative requirements and contribute to the continuous improvement of the finance function at the Airport.

Newcastle Airport's Values

TRUST - always acts with integrity

ENGAGED - passionately exchanges thoughts and ideas to generate an actively creative environment

COMMITTED - doing what you'll say you do

ACCOUNTABLE - having the courage to be held accountable and to hold others accountable

RESULTS DRIVEN - strive to ensure results are achieved

Key accountabilities and responsibilities

- > Undertake monthly and annual accounting processes through preparation of accounting entries and reconciliations.
- > Transactionally manage the project and fixed asset function in accordance with accounting policies, procedures, and Australian Accounting Standards.
- > Support the management of projects in the Technology One ERP system and ensure project transactions are processed in an accurate and efficient manner.
- > Prepare sound financial and operational reporting.
- > Support the finance function in through the annual placement of insurance, Fringe Benefits Tax compliance and annual statutory audit.
- > Assist in the maintenance and development of the Technology One ERP system, in line with internal strategy.
- > Contribute the development of policies and procedures.

Qualifications and experience

Essential:

- > Bachelor's degree in accounting / commerce or business.
- > 1 to 3 years' experience in financial accounting in a medium sized business.
- > Strong technical accounting knowledge including an understanding of the application accounting standards.
- > Intermediate or advanced skills in Microsoft Excel and a high level of skill in other software applications.
- > Experience in using ERP systems.

Desirable:

- > Experience in development and maintenance of Technology One ERP system.
- > Graduate Diploma in Chartered Accountancy / Certified Practising Accounting (or working towards)
- > Experience in infrastructure sector or similar capital-intensive business.

Work Health and Safety

While at work NAPL workers must:

- > Take reasonable care for their own health and safety.
- > Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- > Comply with any reasonable instruction that is given to allow NAPL to comply with the WHS Act.
- > Cooperate with NAPL policies and procedures relating to health or safety.

Value Behaviours

Our culture is underpinned by core values and behaviours, which define how we do business. All employees are expected to demonstrate our values and behaviours at all times, as follows:

Value	Behaviours
Trust Always acts with integrity	✓ Practices open and transparent communication.
	✓ Is a supportive team player.
	✓ Consistently demonstrates honesty and ethical behaviour.
	✓ Demonstrates a healthy respect for others, equality and inclusiveness.
	✓ Applies an open door policy and is willing to offer input and ask for help.
Engaged Passionately exchanges thoughts and ideas to generate an actively creative environment	✓ Supports other staff in need across the business.
	✓ Shares knowledge and collaborates with others.
	✓ Approaches work with a positive attitude.
	✓ Supports progressive and forward thinking.
	✓ Openly engages in healthy conflict by respectfully discussing different ideas and opinions.
Committed Doing what you say you'll do	✓ Helpful and assists other staff / teams in need wherever possible.
	✓ Consistently "walks the talk" by doing what they say they'll do.
	✓ Consistently demonstrates a "can do" attitude.
	✓ Reliable and consistent in their approach to work.
	✓ Open and adaptable to change to meet the growing needs of our business.
Accountable Having the courage to be held accountable and to hold others accountable	✓ Open to giving and receiving constructive feedback as an opportunity to learn.
	✓ Takes responsibility for their actions.
	✓ Proactively seeks advice and input from others to stimulate learning and innovation.
	✓ Is committed to being truthful with each other.
	✓ Applies consistent standards across the organisation.
	✓ Adopts a strategic approach to achieve business goals.

Value	Behaviours
Results Driven Strive to ensure results are achieved	✓ Adopts big picture thinking and commitment to achieving business goals.
	✓ Ensures goals are clearly understood which they are focussed on achieving.
	✓ Employs effective strategies to ensure goals are achievable.
	✓ Prioritises own work effectively and communicates capacity constraints early.

Position description approved

Employee _____ Date _____

Supervisor _____ Date _____