

# POSITION DESCRIPTION

## Financial Accountant

<b>Date:</b>	22 October 2024	<b>Line Manager:</b>	Senior Finance Manager
<b>Title:</b>	Financial Accountant	<b>Direct Reports:</b>	Nil
<b>Team:</b>	Financial Controls	<b>Status of Position:</b>	Permanent Full Time
<b>Location:</b>	Sydney, NSW	<b>Date Reviewed:</b>	

## 1 Position Summary

Reporting to the Senior Finance Manager, the Financial Accountant is responsible for effectively and efficiently managing the ledgers and transactions of the group entities, and to also produce accounting information to a financial statement level.

### 1.1 Key Responsibilities

- Ensuring that all transactions and associated documents are prepared and recorded accurately, timeously, completely and in accordance with policy and procedure.
- Maintenance of the general and subsidiary ledgers, including preparation of month end files and closures.
- Controlling of costs in relation to authorisations and budget.
- Assist in other data capture as necessary, such as the posting of journals.
- Preparation of returns, reports, schedules, analyses of ledger balances as required.
- Assist in providing financial analysis including trend reporting, variance analysis and forecasting operational results.
- Assistance and document preparation for external parties e.g. Auditors and Tax Agents.
- File documentation in accordance with procedure and maintain filing up to date at all times.
- Provide support and assistance to junior team members where needed, including supervision of some work and tasks.
- Issue purchase orders as approved by relevant department managers.
- Identify opportunities to streamline and automate accounting processes and systems that enhance the level of financial control.
- Provide assistance to colleagues in the Financial Controls team as required.

## 1.2 General Responsibilities

<b>Health, safety, and environment</b>	Comply with all workplace health, safety and environmental obligations and report any incidents, hazards and accidents to the safety and environment team.
<b>Administration</b>	Ensure all documentation is stored and recorded on the Squadron Energy document management system.
<b>Reporting</b>	Ensure that issues and risks are escalated/reported to management in a timely manner.
<b>Financial</b>	Adhere to Squadron Energy and project procedures for purchasing and expenditure in compliance with approved budgets.
<b>Stakeholders</b>	Maintain a professional relationship with all project Stakeholders.
<b>Company</b>	Ensure that all work is carried out in accordance with Squadron Energy's employee policies and standards.

## 2 Skills and experience

### 2.1 Experience and knowledge

- Minimum 4+ years' experience in accounting and reconciliation roles in a corporate, professional accounting or audit environment.
- Sound knowledge of Australian Accounting Standards, with audit experience useful.
- Exposure to large accounting applications and systems.
- Preparation and review of statutory accounts.
- Demonstrated experience developing and managing budgets including the provision of forecasting and variance analysis.
- Demonstrated high level commitment to customer service and the improvement of service delivery.
- Demonstrated well developed knowledge and understanding of financial management and accounting methodology in an organisational context.
- Experience in supervising a graduate accountant or equivalent role.

### 2.2 Skills

- High-level use of the Microsoft 365 suite of software for data analysis and information presentation.
- High level use of in using MS Office and advanced to expert skills in MS Excel, ie Power Query/Power Pivot.
- Highly developed written and oral communication skills.
- High level analytical and problem-solving skills.
- High-level organisation skills including well-developed priority-setting skills and the ability to meet deadlines.

### 2.3 Qualifications

- University Degree in Commerce or Accounting.
- Current membership of a relevant professional association or studying towards membership of the Certified Practising Accountants of Australia or the Institute of Chartered Accountants of Australia, or advance study towards the qualification.

### 3 Core behavioural responsibilities for all employees

Our values drive everything we do and underpin the culture we seek to create. Integration of our ten core values into our employment practices and frameworks allows Squadron Energy to recognise and respect individual employees for their personal contributions to their roles, their colleagues, our company and stakeholders.

Humility	Courage and Determination	Empowerment	Enthusiasm
Family	Frugality	Generating Ideas	Integrity
Safety	Stretch Targets		

### 4 Competencies and Traits

The SQE Competency Framework is mapped to define the key competencies as they apply to each level of leadership within the business. This helps employees and managers understand the progression in competence level required to succeed at, and progress through various levels across SQE.

The competencies and traits for the level of your position can be found here ([link](#)).

**Squadron Energy is an EEO employer and we value diversity within our company.**