

# POSITION DESCRIPTION

## Senior Financial Accountant

<b>Date:</b>	17 May 2023	<b>Line Manager:</b>	Finance Manager
<b>Title:</b>	Senior Financial Accountant	<b>Direct Reports:</b>	Nil
<b>Team:</b>	Corporate – Financial Controls	<b>Status of Position:</b>	Permanent Full Time
<b>Location:</b>	Sydney, NSW or Canberra, ACT	<b>Date Reviewed:</b>	12 September 2023

### 1 Position Summary

Reporting to the Finance Manager, the Senior Financial Accountant is responsible for assisting in ensuring that the Squadron Portfolio and its controlled entities (the Group) is compliant with applicable accounting and taxation regulations, manages its financial risk appropriately and provides financial information that facilitates effective organisational decision making. This is achieved by effective administration, responsive delivery of financial management functions and the development of appropriate policies and procedures to comply with all legislative and statutory requirements to meet agreed accounting standards.

#### 1.1 Key Responsibilities

- Facilitate accurate and timely financial reporting for a portfolio of renewable energy projects and assist the Finance Manager and Group Financial Controller in financial matters in relation to the portfolio and the Group.
- Review accounting records, reconciliations, statutory returns, billings, and payments to ensure they are accurate and within agreed timeframes.
- Establish and maintain accounting processes and financial reporting in accordance with contractual commitments and Australian Accounting Standards.
- Coordinate month and year ends including periodic audits, including preparation and review of month end files.
- Prepare statutory financial statements and other relevant financial reports as required from time to time for both internal and external purposes.
- Establish and maintain internal controls and actively promote their improvement.
- Preparation of internal technical accounting workpapers and policies.
- Engage with other business units to identify and implement improvements in processes and reporting across the organisation generally and for the project portfolio.
- Engage with other business units to improve the delivery of obligations under asset management agreements, and financial components of contractual arrangements with third parties in the project portfolio.
- Participate in the compilation of periodic budgets for both the company and the project portfolio.
- Compliance management of revenue analysis and Power Purchase Agreements (PPA) settlements.

- Periodic site visits for all construction and operational locations - parts counts, asset inspections, general familiarity with the operation on the ground.
- Assist the Finance Manager and Group Financial Controller where 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 6+ year experience in accounting in a corporate, professional accounting or audit environment.
- Sound knowledge of Australian Accounting Standards and Australian statutory taxation laws.
- Preparation and review of statutory accounts.
- Demonstrated experience developing and managing budgets including the provision of forecasting and variance analysis.
- Exposure to large accounting applications and systems.
- Demonstrated experience in providing financial analysis including trend reporting, variance analysis and forecasting operational results.
- Demonstrated ability to manage own time, work independently, set priorities to meet realistic deadlines and organise workload.
- Demonstrated high level commitment to customer service and the improvement of service delivery.
- Demonstrated experience in the development and improvement of procedures and systems control.
- Demonstrated well developed knowledge and understanding of financial management and accounting methodology in an organisational context.
- Experience in using MS Office and advanced skills in MS Excel.

### 2.2 Skills

- High-level use of the Microsoft 365 suite of software for data analysis and information presentation.
- Highly developed written and oral communication skills.
- Strong interpersonal skills, including liaison and negotiation skills.
- Strong training and development attributes.

- 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

- Degree in Commerce or Accounting.
- 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 and New Zealand.
- Driver's licence.

## 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.

<p><b>Humility</b></p> <p>Be vulnerable, take risks to trust others.</p>	<p><b>Courage and Determination</b></p> <p>NEGU - we never ever give up.</p>	<p><b>Empowerment</b></p> <p>Go to your leader for advice, not permission.</p>	<p><b>Enthusiasm</b></p> <p>Be the most positive person in the room.</p>
<p><b>Family</b></p> <p>Support each other, always be kind.</p>	<p><b>Frugality</b></p> <p>Think of ways we can do things better, faster, cheaper, safer.</p>	<p><b>Generating Ideas</b></p> <p>Always be on the lookout for breakthroughs.</p>	<p><b>Integrity</b></p> <p>Do what you say you're going to do.</p>
<p><b>Safety</b></p> <p>Look out for your mates and yourself.</p>	<p><b>Stretch Targets</b></p> <p>Always be uncomfortable with your level of challenge.</p>		

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