


# Accountant (Fixed Term Contract)


## Position Description


Corporate Services

Adelaide

	<p><b>About ONRSR</b></p> <p>The Office of the National Rail Safety Regulator (ONRSR) plays an integral role in keeping Australians safe across the nation's vast and varied rail networks. Headquartered in Adelaide, and with offices around the country, ONRSR is an independent regulatory authority that encourages safe rail operations, enforces national compliance with the <i>Rail Safety National Law</i>, and promotes and improves rail safety throughout Australia.</p> <p><b>Our People</b></p> <p>At ONRSR we aim to enhance and promote rail safety nationally through effective risk-based regulation. To achieve that, we need people with the vision to contribute to the safety of Australia's railways – people who are professional, whose values align with ONRSR's values of independence, respect, integrity, diligence and excellence. People motivated by the opportunity to improve rail safety and by the benefits this delivers to the Australian community.</p> <p><b>Our purpose</b></p> <p>Safe railways for Australia</p>
	<p><b>The Role – Your impact and contribution</b></p> <p>This is a temporary position for 12 months supporting the Finance team during an ERP system implementation project. The role will cover a range of management accounting and finance activities including month end journals and reporting, accounts payable and receivable functions, payroll and compliance with FBT and GST requirements.</p>
	<p><b>Key Relationships</b></p> <p><b>Reports to:</b> Senior Manager, Finance  <b>Internal:</b> Senior Managers, General Managers  <b>External:</b> Operators and suppliers</p>
	<p><b>Your Responsibilities</b></p> <p><b>Activities</b></p> <p>Combining your enthusiasm for accounting best practice and process improvement with your demonstrated experience in finance, you will contribute to and support the Finance Team as required throughout the implementation of the ERP system, including:</p> <ul style="list-style-type: none"> <li>• Day-to-day management of financial structures, such as:             <ul style="list-style-type: none"> <li>○ Chart of Accounts</li> <li>○ Business Intelligence/reporting</li> </ul> </li> <li>• The provision of financial information, insight and detail to members of the Finance Team and other internal stakeholders.</li> </ul>

	<ul style="list-style-type: none"> <li>• Responsibility for the development of and preparation of key financial and management reports.</li> <li>• Support month-end close processes (including General Ledger) and GL account reconciliations, including suspense account clearance, balance sheet analysis and accrual checklist validation.</li> <li>• Support the management and oversight of the annual budget and individual project budgets.</li> <li>• Support the preparation of FBT, BAS and other statutory returns for review.</li> <li>• The preparation of fortnightly payroll and associated processes.</li> <li>• The development of documentation relating to financial policies and procedures, particularly as these evolve through the implementation of the new ERP system.</li> <li>• Perform testing and validation of financial information and systems.</li> <li>• Maintaining close working relationships with internal and external contacts as required.</li> <li>• Undertaking any other relevant duties as directed by the Senior Manager, Finance.</li> </ul>
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	<p><b>What you Bring – Key Competencies</b></p> <p>Key to success in this role is that you have:</p> <ul style="list-style-type: none"> <li>• Extensive experience in the use of accounting and information management systems including financial analytical software, ideally experience in TechnologyOne.</li> <li>• Proven experience in the development, management and ongoing review of financial management systems associated policies and procedures.</li> <li>• Experience in the preparation of statutory and management reports and General Ledger reconciliations.</li> <li>• Payroll experience.</li> <li>• Ability to demonstrate a comprehensive accounting knowledge and understand enterprise accounting structures.</li> <li>• Financial system and general accounting experience.</li> <li>• Financial Report writing experience.</li> </ul> <p><b>Helpful qualifications and experience</b></p> <p>To achieve optimal success in this role, you will have a relevant tertiary qualification in accounting (or an equivalent business discipline) and be recently qualified either as a Chartered Accountant or Certified Practising Accountant.</p> <p>We anticipate moving to a new Human Resource Information and Finance system platform within the 12-month period and as such experience in TechnologyOne, Workday, PowerBI reporting and system configuration and management experience may support you further in this role.</p> <p>You must hold and maintain the right to work in Australia and be comfortable to undertake a criminal history check.</p> <p><b>Your compliance</b></p> <p>As a regulator, it is important that we are all on the same page when it comes to safety and risk management and everyone at ONRSR is responsible to actively</p>
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	<p>supporting this aspect of our role to promote a positive and safe culture. ONRSR has a zero tolerance to the use of alcohol and non-prescription drugs for all workers while undertaking ONRSR work. This includes workers recalled to duty unexpectedly who should decline to work if doing so puts them in breach of the Drug and Alcohol Policy.</p> <p><b>Other items of note</b></p> <p>On occasions, this role will require you to work outside of normal business hours, on weekends and public holidays. There is a requirement to travel which may include short stays in ONRSR interstate offices. If you would like more information about how ONRSR regulates please read the <a href="#">ONRSR Way 2020</a>.</p> <p><b>Privacy Notification</b></p> <p>ONRSR requires personal information and documents relevant to your employment. The collection and handling of this information will be consistent with the requirements of relevant privacy laws.</p>
	<p><b>Our Commitment to you and your Commitment to ONRSR</b></p> <p>ONRSR is genuinely committed to investing in the capability of its staff and is proud of its structured Regulatory Officer training program that will support Regulatory Officers in learning the <i>ONRSR Way</i> to rail safety compliance in a supportive environment. Opportunities to learn key skills in both a classroom and infield setting are made available through the delivery of our training program and advancing your skills and knowledge in these areas is also available within this program. The success of this program also relies on your engagement and willingness to coach and mentor staff.</p> <p>ONRSR expects its people to contribute to the efficient and effective functioning of the organisation to meet ONRSR and team strategic goals. This includes actively participating in the Performance Development and Review process; demonstrating appropriate and professional behaviours in accordance with the Code of Conduct and values; providing assistance to team members if required; and undertaking other key responsibilities or activities as directed.</p> <p>I have read and understood the requirements of the position and agree to carry out the key responsibilities to the best of my ability.</p> <p>I understand that I may be required to perform other duties from time to time to fulfill the position requirements.</p>