






Finance Officer


Position Description

Corporate Services

Level 4

	<p>About ONRSR</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>Our People</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>Our purpose</p> <p>Safe railways for Australia</p>
	<p>The Role – Your impact and contribution</p> <p>The Finance Officer plays a critical role in effectively managing the payroll, accounts payable and accounts receivable functions as well as effective financial administration across the organisation. This role also plays an important part in supporting the Finance team to manage tight, competing deadlines, to adapt quickly to change and embrace process improvement.</p>
	<p>Key Relationships</p> <p>Reports to: Senior Manager, Finance</p> <p>Internal: Executive Director Corporate Services, Executive Directors and Managers, People & Capability and internal auditors</p> <p>External: Suppliers, operators, government stakeholders and external auditors</p>
	<p>Your Responsibilities</p> <p>Activities</p> <p>Combining your enthusiasm for business partnering, cross-team collaboration and your demonstrated experience in accounting functions and Australian payroll processing, you will:</p> <ul style="list-style-type: none"> • Undertake the accounts payable and accounts receivable functions and ensure complete and accurate records of all transactions • Manage the corporate credit card function, including reconciliation to statements and ensuring the completeness of all information

	<ul style="list-style-type: none"> • Maintain a comprehensive understanding of ONRSR’s Enterprise Agreement and remain up to date with payroll legislation to effectively undertake the payroll function including the processing of timesheets, leave requests and personnel data maintenance • Maintain and reconcile the general ledger accounts on a monthly and annual basis • Ensure the accurate and timely processing of all financial records and their storage in accordance with ONRSR’s information management framework • Contribute to the annual invoicing process, including raising invoices and ongoing debtor management • Support ONRSR’s fixed asset accounting, including the coordination of annual stocktake procedures across all ONRSR locations • Contribute to the preparation of periodic GST, FBT and other statutory returns, including assisting employees at all levels in the interpretation of GST and FBT queries • Under the direction of the Management Accountant and Senior Manager, Finance, contribute to financial year end procedures, including responding to requests received from internal and external auditors • Contribute to the ongoing review and maintenance of Finance team policies, procedures, guidelines and work instructions in adherence with ONRSR’s financial framework, financial management systems and Australian Accounting Standards • Support the Senior Accountant with the implementation of new financial management systems, upgrades to existing systems and the development of new capabilities within existing systems including functionality testing • Maintain and ensure compliance with ONRSR’s financial framework, accounting policies and processes with regard to relevant Australian Accounting Standards, ONRSR policies and statutory requirements
	<p>What you Bring – Key Competencies</p> <p>Key to success in this role is that you have:</p> <ul style="list-style-type: none"> • Strong understanding of contemporary accounting processes and procedures • Proven Australian payroll experience • Experience in month end/year end close procedures • Experience in GST and FBT issues • Excellent analytical and problem-solving ability • Sound organisational skills, excellent attention to detail and the ability to work under pressure to meet targets and deadlines • Sound level of competency in Excel, Word, Outlook and SharePoint • A service-centric attitude towards supporting all staff across the organisation • A proven ability to maintain confidentiality. <p>Helpful qualifications and experience</p> <p>The following will help you to succeed in this role:</p> <ul style="list-style-type: none"> • Tertiary qualification in Accounting or an equivalent business discipline • Experience and proficiency in the effective use of enterprise resource planning platforms and financial management tools. Specifically, experience with the TechnologyOne, XLOne Reporting, PowerBI/Dashboard and Expense8 platforms will be highly regarded.

	<p>You must hold and maintain the right to work in Australia and be comfortable to undertake a criminal history check.</p> <p>Your compliance</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 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>Other items of note</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 ONRSR Way 2020.</p> <p>Privacy Notification</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>Our Commitment to you and your Commitment to ONRSR</p> <p>ONRSR is genuinely committed to investing in the capability of its team and is proud of its structured Regulatory Officer Training Program that supports Regulatory Officers in learning the <i>ONRSR Way</i> to rail safety compliance in a supportive environment. All team members can access opportunities to learn key skills in their role and about regulation through this integral program. The success of these programs relies on your engagement, openness to learning and willingness to share with your peers.</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 Plan; 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>