





Senior Accountant


Position Description


Corporate Services, Level 5
Adelaide

	<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 Senior Accountant plays a critical role in the effective operation of the Finance team and the achievement of ONRSR's strategic objectives through maintaining responsibility for the implementation, enhancement and optimisation of financial management systems while also driving the annual invoicing process and ongoing debtor management. This role also plays an important part in financial month end and year end processes, and further supports the organisation through the provision of insightful analysis of data-based reporting to a range of internal stakeholders.</p>
	<p>Key Relationships</p> <p>Reports to: Senior Manager, Finance</p> <p>Internal: Executive Director, Corporate Services and Senior Manager, People & Capability</p> <p>External: Operators, suppliers and government stakeholders</p>
	<p>Your Responsibilities</p> <p>Activities</p> <p>Combining your enthusiasm for financial best practice and your demonstrated experience in accounting, you will:</p> <ul style="list-style-type: none"> • Become the internal subject matter expert for ONRSR's financial management systems, including independently engaging with diverse internal stakeholders to understand their requirements and identifying, recommending and implementing opportunities to enhance organisation-wide productivity through effective financial management systems. • Champion the implementation of new financial management systems,

upgrades to existing systems and the development of new capabilities within existing systems including the coordination of functionality testing across multiple teams.

- Independently identify, recommend and implement enhancements to financial management systems and processes to realise operational efficiencies across the Corporate Services group while ensuring the integrity of information within those systems.
- Maintain the structure of financial information including the chart of accounts, business intelligence and reporting and annual financial year rollovers and related system modifications.
- Review and maintain policies and procedures relating to ONRSR's financial management systems.
- Support the development and refinement of fee calculation models (as informed by corporate strategy) for the recovery of costs from government and industry operators, and the provision of quantitative advice and briefing materials in relation to the operation of those alternative models to inform and support the achievement of ONRSR's strategic objectives through a sustainable revenue base.
- Collaborate with an internal working group to ensure that the operative revenue model is implemented in an accurate and timely manner, ensuring the integrity of source data and resulting in appropriately determined annual fee rates which are legislated in accordance with relevant timeframes and effectively implemented through the annual invoicing process.
- Develop and maintain effective relationships across relevant government departments and major operators, in order to promote the efficient settlement of invoices which are issued by ONRSR. Proactively manage the complete and timely collection of invoices issued, including constructively engaging with delinquent debtors.
- Maintain a comprehensive understanding of the circumstances under which variations and/or waivers to annual fees can be applied under the *Rail Safety National Law* and ONRSR policy and manage the practical application of those discretionary powers in accordance with relevant frameworks including constructive engagement with relevant operators.
- Apply a continuous improvement approach to all aspects of the annual fee determination and invoicing process, including embedment within core financial management systems wherever practicable in favour of standalone solutions.
- Proactively engage with internal stakeholders and independently apply data analytics techniques to design, develop and provide insightful reporting of financial and non-financial information to inform business operations.
- Independently manage accounting for ONRSR's fixed assets, including the coordination of annual stocktake procedures across all ONRSR locations, determining accounting adjustments in relation to disposals, and recognition of leasing-related assets, liabilities and expenses in accordance with relevant accounting standards.
- Under the direction of the Management Accountant contribute to financial month end procedures, including (as required) guidance and supervision over the general ledger reconciliation process, reviewing general ledger journals and providing necessary approvals as part of financial management procedures.
- Under the direction of the Management Accountant and Senior Manager, Finance contribute to financial year end procedures, including (as required) contributing to the preparation of annual financial statements for inclusion in

	<p>annual reports in accordance with Australian Accounting Standards and relevant legislation, and addressing requests raised by internal and external auditors.</p> <ul style="list-style-type: none"> • Support the development, management and oversight of the annual organisational budget and individual project budgets. • Contribute to the preparation and review of FBT other statutory returns. • Provide coordination of tasks, support and training to the other members of the Finance team. • Undertake any other relevant duties as directed by the Senior Manager, Finance and Executive Director Corporate Services.
	<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"> • Experience in the use and configuration of financial management systems (preferably including Technology One) and associated analytical platforms, complex budget models, spreadsheets and databases. • Experience in month end/year end close procedures, including the preparation of annual financial statements. • Demonstrated knowledge and application of Australian Accounting Standards (AASBs), enterprise accounting structures and contemporary financial management practices and policies. • Experience in development and monitoring of Business Unit and Project budgets and expenses. • Experience in GST and FBT issues. • A well-developed understanding of the payroll function. • Proven experience in the development, management and ongoing review of financial management and risk management frameworks and associated policies and procedures. • Ideally, a high degree of proficiency in the analysis of data to inform insightful reporting and business decision making. <p>Helpful qualifications and experience</p> <p>To succeed in this role you will need:</p> <ul style="list-style-type: none"> • At least 3 years’ financial experience. • Tertiary qualifications in accounting (or an equivalent business discipline). • To be qualified as a Chartered Accountant or Certified Practising Accountant or working towards this. <p>Experience with Technology One, XLOne Reporting, PowerBI/ Dashboard and other information management and reporting platforms will be highly regarded.</p> <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</p>

	<p>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 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>