



Position title	Financial Accountant
National Gallery level	NGA 5
Position number	3008
Employment type	Full-Time, Ongoing
Department	Financial Operations
Portfolio	CFO and Commercial
Immediate supervisor	Financial Controller
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check

ABOUT THE GALLERY – ABOUT OUR TEAM

The National Gallery is one of Australia’s leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect and Excellence.

WORKING AT THE GALLERY

When you work at the National Gallery you will be exposed to some of the world’s leading Australian and international art and artists. We are located in the National triangle on the waterfront and your lunchtimes can be spent in our beautiful sculpture garden or around Lake Burley Griffin.

We support flexible working practices, including working from home, and you will have access to low-cost, onsite car parking.

The National Gallery is committed to the health, safety and wellbeing of our people and we expect our people to share this commitment and work safely at all times.

We value the contribution that a diverse workforce brings and encourage people from a diverse background to apply. This might include identifying as First Nations peoples, people with a disability, culturally and linguistically diverse people and LGBTQIA+ people.

WHAT YOU WILL GAIN FROM THE EXPERIENCE – OVERVIEW OF THE ROLE

The Financial Accountant position reports to and assists the Financial Controller and is primarily responsible for managing the National Gallery's financial assets and manage the administration of the National Gallery's tax obligations (GST and FBT).

OUR IDEAL CANDIDATE – SELECTION CRITERIA

Our ideal candidate will have strong technical accounting skills with the drive to contribute initiatives that improve efficiency and effectiveness. You must operate to the highest professional and ethical standards, demonstrating pride and integrity in all that you do. Your willingness to learn from mistakes and be accountable for your work form part of who you are.

Working in a team is important to you and you collaborate effectively with your colleagues. You are client-focused and will use your expertise to provide accurate advice and support to managers and employees with empathy and tact.

Your highly developed organisational skills, sound oral and written communication skills, ability to prioritise and excellent attention to detail will ensure you can operate in our high tempo and ever-changing environment.

THE KEY DUTIES OF THE POSITION - WHAT WILL YOU DO?

In accordance with the APS 5 work level standards, you will:

- Prepare and process monthly financial accounting journals and reconciliations.
- Assist in delivering the National Gallery's cash management, treasury, and banking functions.
- Assist with the preparation and lodgement of the National Gallery's tax and statutory returns.
- Prepare monthly and annual financial accounting journals, work papers and reconciliations including but not limited to prepayments, investments etc.
- Undertake research and analysis on special projects.
- Provide advice on system and workflow problems and analysing recommendations for improvement/solutions.
- Assist with ensuring timely responses to audit queries.
- Undertake other various finance duties and providing support to other areas in the finance department, commensurate with the skill and capability requirements at this level.

WHO ARE WE LOOKING FOR?

We are seeking a candidate who is a strong technical financial accountant with experience in preparing financial statements and other statutory reporting requirements. You will need to demonstrate, the following:

The ability to take responsibility to prioritise your own work effectively to **achieve results**, including working to competing priorities with tight deadlines while maintaining accuracy.

Versatility and flexibility to **align your work with the strategic priorities** of the National Gallery by identifying and managing complex finance matters with contemporary finance solutions.

Supports productive working relationships responding to changes in needs and seeking educate clients to ensure compliance.

The ability to **communicate clearly** both verbally and in writing, to cooperate effectively with stakeholders and provide a high-quality client experience.

The ability to **act with integrity**, showing accountability, judgement, and professionalism.

HOW TO APPLY

To apply for this role please forward your **CV, statement and personal particulars form** to recruitment@nga.gov.au.

You should provide a tailored CV (**maximum of three pages**) along with a **statement** of no more than **two pages** that outlines your skills, capabilities and experience, against the 'Our ideal candidate' information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the 'Who are we looking for?' section. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

As part of your application process, we ask that you also complete the [personal particulars form](#) as well.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

ELIGIBILITY:

Citizenship - To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check: to be eligible for this role you must complete a police check.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory qualifications certification and/or registrations include:

- Relevant qualifications in financial accounting, commerce or equivalent is essential.
- Professional certification - Certified Practising Accountant / Chartered Accountant (CPA/CA), or progress towards certification, or a desire to undertake a professional certification, is desirable.

WORK, HEALTH & SAFETY OBLIGATIONS

The National Gallery is committed to the health, safety and wellbeing of our people and we expect our people to share this commitment and work safely at all times.

This role is required to ensure that they meet duty of care obligations as required under WHS legislation. This is achieved by:

- being accountable and taking ownership of health and safety matters within their control or ability to promote a culture of health and safety within the National Gallery
- working with colleagues to enhance health and safety and ensure that it becomes a part of everyday National Gallery business.
- completing health and safety reporting in an accurate and timely manner.

CONTACT

Further information about the position may be obtained by contacting Oliver Maroney on +61 2 6240 6709 or Oliver.Maroney@nga.gov.au.