



Position title	Senior Financial Accountant
National Gallery level	NGA Level 6
Position number	3505
Employment type	Full time – Ongoing
Department	Financial Accounting and 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 Security Clearance – Baseline (or ability to obtain)

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 CFO Portfolio provides strategic advice to the Council, the Executive and partners with teams across the National Gallery to provide efficient, ethical and professional financial services to achieve the National Gallery's strategic outcomes, and through the provision of functional support.

The Financial Accounting Team is responsible for the National Gallery and the National Gallery's Foundation Financial Accounting and Reporting, including monthly actuals into the Central Budget Management System, preparation of the annual financial statements, external audit coordination, general ledger management, accounting policy, taxation, payroll and asset accounting. Additionally, the team undertakes accounts processing, accounts receivable, credit card and cash management and monitors compliance with the PGPA Act and the National Gallery's Council Instructions.

The Senior Financial Accountant position sits within the CFO and Commercial portfolio and is a full-time ongoing role reporting to the Financial Controller. This position has primary responsibility for:

- the accounting requirements for the National Gallery's non-financial assets, including the National art collection, building, property, plant, and equipment, leases and IT assets
- accounting for employee benefits and employee provisions
- accounting for inventory
- monthly and annual actuals CBMS reporting

SKILLS AND CAPABILITY - OUR IDEAL CANDIDATE – SELECTION CRITERIA

Our ideal candidate will have relevant qualifications or experience in accounting, commerce or equivalent. You will have experience in financial reporting, including reconciliations and possess strong analytical skills and the ability to problem solve. You have demonstrated experience in computerised financial management information systems with experience using TechnologyOne an advantage.

Your excellent attention to detail and ability to prioritise your own work effectively to meet deadlines whilst delivering high quality documents will assist when working in an ever-changing environment.

You are highly motivated, commitment driven, with a curious mind who looks for ways to streamline processes with proven success in implementing positive change. Working collaboratively is important to you, this is demonstrated by your ability to develop and maintain productive working relationships with stakeholders.

You are client focused and have highly developed interpersonal oral and written communication skills and negotiation skills.

THE KEY DUTIES OF THE POSITION - WHAT WILL YOU DO? – DUTY STATEMENT

In accordance with the APS 6 work level standards, you will:

- Manage the accounting requirements for the National Gallery's non-financial assets, including the National art collection, building, property, plant and equipment, leases and IT assets.
- Manage the accounting requirements for the National Gallery's employee benefits and employee provisions.
- Manage the accounting requirements for the Gallery's inventory
- Prepare monthly and annual financial accounting journals, work papers and reconciliations, including monthly and annual reporting in CBMS
- Assist the Financial Controller in the preparation of annual consolidated financial statements.
- Assisting in internal and external audit engagements.
- Undertake other various ad-hoc finance duties commensurate with the skill and capability requirements at this level.

WHO ARE WE LOOKING FOR?

To be successful in this role you will need to demonstrate, or have the ability to develop the following, You will:

Have the ability to take responsibility, to prioritise your own work effectively in order to **achieve results**, often working with competing priorities and needing to work to deadlines while maintaining accuracy.

Have the ability to **act with integrity**, showing accountability, judgement and professionalism, operating within the boundaries of organisational processes and legal and public policy constraints.

Have the ability to **align your work with the National Gallery's strategic priorities** to drive a culture of innovation and organisational improvement in relation to financial management.

Have the ability to **communicate clearly** both verbally and in writing, discussing issues credibly and thoughtfully, in order to gain support of relevant stakeholders.

Have the ability to **build and sustain positive working relationships** with team members and stakeholders.

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 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 information above. 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.

Security Assessment: The successful applicant will be required to obtain and maintain a Baseline security clearance. Ongoing employment in this role requires the successful candidates to maintain a high-level security clearance. Loss of a security clearance at any time will lead to termination of employment.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory qualifications certification and/or registrations include:

- Relevant qualifications in accounting, commerce or equivalent are essential
- Professional certification - Certified Practising Accountant / Chartered Accountant (CPA/CA), or significant progress towards 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.