



**Senior Financial Accountant**

**NGA Level 6**

**Position Number 3505**

**\$ 80,162 — \$ 92,658 per annum**

**Full-time - Ongoing**

**THE POSITION**

The Senior Financial Accountant position sits within the Business Enabling Services 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 and IT assets
- accounting for employee benefits and employee provisions
- administration of the National Gallery's tax obligations (GST and FBT)

**HOW TO APPLY**

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 'Overview of the role' and 'Our ideal candidate' information.

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.

Further, 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.

**CONTACT**

Further information about the position may be obtained by contacting Felicity McGinnes on +61 6240 6599 or [felicity.mcginnes@nga.gov.au](mailto:felicity.mcginnes@nga.gov.au). The Recruitment team may also be contacted on + 61 6240 6495.

**CLOSING DATE**

Applications **close at midnight on Sunday, 6 March 2022** and should be emailed to [recruitment@nga.gov.au](mailto:recruitment@nga.gov.au).

Position title	Senior Finance Accountant
Position number	3505
National Gallery level	NGA 6
Employment type	Full-time - Ongoing
Department	Financial Accounting and Operations
Portfolio	Business Enabling Services
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

The National Gallery is one of Australia’s leading visual arts institutions. The 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 inspire creativity, inclusivity, engagement and learning through artists and art. Our Mission is to lead a progressive national cultural agenda by championing art and its value in our lives. Our Values include excellence, creativity, courage, respect, and accountability.

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## 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 parliamentary 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 applications are encouraged from First Nations people, people with a disability, culturally and linguistically diverse people and LGBTQIA+ people.

## OVERVIEW OF THE ROLE

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## OUR IDEAL CANDIDATE

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.

You will have a good understanding and be confident in managing the administrative responsibilities associated with GST and FBT obligations. 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.

## WHAT WILL YOU DO

In accordance with the APS 6 work level standards, you will have the following key responsibilities:

1. Manage the accounting requirements for the National Gallery's non-financial assets, including the National art collection, building and property, plant and equipment.
2. Manage the accounting requirements for the National Gallery's employee benefits and employee provisions.
3. Manage the administration of the National Gallery's tax obligations (GST and FBT).
4. Prepare monthly and annual financial accounting journals, work papers and reconciliations.
5. Assist the Financial Controller in the preparation of annual consolidated financial statements.
6. 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:

1. 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
2. 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
3. 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
4. Have the ability to **communicate clearly** both verbally and in writing, discussing issues credibly and thoughtfully, in order to gain support of relevant stakeholders

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

## **HOW TO APPLY**

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## **Qualifications, Certifications and Registrations**

- Australian Citizenship
- Police check
- 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

## **Contact**

Further information about the position may be obtained by contacting Felicity McGinnes on +61 6240 6599 or [felicity.mcginnes@nga.gov.au](mailto:felicity.mcginnes@nga.gov.au). The Recruitment team may also be contacted on + 61 6240 6495.

**Note:** In line with National Gallery recruitment practices, you must hold Australian Citizenship and satisfy a police check. The requirement to hold Australian Citizenship may be waived under exceptional circumstances.