



Australian Government

Indigenous Land and Sea Corporation



The ILSC GROUP

Position Profile

Position Title:	Senior Management Accountant
Classification:	EL1
Directorate:	Finance
Location:	Adelaide
Position Title of Immediate Manager:	Manager Finance – Systems & Analytics
Position(s) Supervised:	Nil

Organisational Environment

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the ATSI Act and subject to the PGPA Act. The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and fresh water country.

Section/Directorate Environment

The Finance section is responsible for the management of the ILSC's finances and for preparing advice to the board and senior management on a range of audit related and financial matters as well as the preparation and analysis of a range of financial information for the ILSC Board, senior management, ILSC Business units, ILSC's subsidiaries, the Department of Finance and the Parliament through the Department of the Prime Minister and Cabinet.

Purpose of the Position

Under the direction of the Manager Finance - Systems & Analytics, the position will provide a high level of professional services which contribute to the provision of financial management accounting services at a group level to the ILSC and its subsidiaries.

Qualifications

A degree (accounting or finance) and a CPA/CA qualification with demonstrated management accounting experience is required.

Key Responsibilities/ Accountabilities and Outcomes

Capabilities

Capability 1: Shapes Strategic Thinking

1. Understands, supports and promotes the vision, values, strategies and ILSC's business objectives.
2. Provides direction to others regarding the purpose and importance of their work.

Capability 2: Achieves Results

1. Preparation and analysis of monthly management/board reports.
2. Assistance in the preparation and review of annual budgets and quarterly forecasts within the ILSC group, including preparation and input of budget estimates into the Commonwealth Budget Management System.
3. Assist with cash flow forecasting, reporting and determination of treasury investments.
4. Responsible for the administration of the ILSC's Financial Management Information System and contribute to system improvement projects.
5. Project based financial modelling, analysis and reporting.
6. Assist in the preparation of annual financial statements and contributions to the ILSC's Annual Report.
7. Reviews project performance and focuses on identifying opportunities for continuous improvement to ILSC processes.
8. Provides results within timeframes, quality requirements and identifies key talent to support outcomes.
9. Actively seeks out learning opportunities to improve existing skills and knowledge and supports staff with their learning requirements.

Capability 3: Engages stakeholders and cultivates productive working relationships

1. Proactively seeks opportunities to collaborate with internal and external stakeholders.
2. Work as an effective team member, member of the ILSC Head Office and wider ILSC, through fostering a cooperative, professional and positive work atmosphere.
3. Recognises the different work styles of individuals and takes into account different perspectives to achieve team outcomes.

Capability 4: Exemplifies personal drive and integrity

1. Undertake other duties as directed by Manager/Supervisor or Group Chief Financial Officer to contribute to the efficient and effective functioning of the ILSC and/or its subsidiaries.
2. Contribute to strategy, policy and business improvement processes across the ILSC.

Capability 5: Communicates with influence

1. Facilitate and encourage communication and feedback across organisational boundaries.

2. Seeks to understand audience and tailors communication style and message accordingly.
3. Fosters open and collaborative communications among team members.

Work, Health, Safety and Environmental Matters

- Demonstrate commitment and active participation in achieving quality management goals in relation to continuous improvement and complying with the ILSC's policies and procedures.
- Demonstrate commitment and active participation in activities that contribute towards a healthy and safe work environment focuses on continuous improvement and building a positive reporting culture.
- In accordance with environmental policies and procedures, participate in sound environmental management practices and demonstrate individual commitment to the ongoing improvement of the company's environmental performance.

Risk Management

- Assist in the identification of hazards and the application of suitable risk control measures to minimise arising risks. Actively participate and follow all risk management requirements including those documented in ILSC's procedures and any directions provided by line management to minimise risk to employees, the business or its stakeholders.

Technology

Demonstrate competency in contemporary corporate information management, information technologies and systems.

Selection Criteria

The occupant of this position will be able to demonstrate the possession of the following criteria.

Technical

1. Demonstrated experience in the preparation of management accounts for public companies or Government sector.
2. Demonstrated experience in financial modelling and project accounting.
3. The ability to interpret, analyse and present financial and related information.
4. Sound knowledge, skills and experience in working within a financial management information system environment.
5. High level of competence in the effective use of operational level computer based financial management information systems, and the ability to utilise the Microsoft Office suite of applications in a MS Windows environment.
6. Experience with report writing in TechnologyOne Financials (Finance One) is highly desirable.

Relationship

1. Demonstrated ability to work independently and as a member of a team in a diverse work environment and effectively manage priorities and tasks to completion.
2. A demonstrated ability to communicate effectively with Aboriginal and Torres Strait Islander peoples and a knowledge and understanding of their cultures.
3. Excellent written and verbal communication skills, including the capacity to establish and maintain effective relationships with peers and a broad range of business stakeholders.

Leadership

N/A

Special Conditions

The preferred applicant will be engaged under the provision of the ILC Enterprise Agreement and will be required to undertake a criminal history check and medical assessment. However the results may not necessarily preclude an appointment.

Appointment to this position of a person not currently an officer of the Indigenous Land and Sea Corporation will be subject to a probationary period of not less than six months.

Officers may be required to undertake extended hours of work under the provisions of the TOIL scheme.

Possession of a valid driver's licence is desirable but not essential.

There may be a requirement for intrastate and interstate travel and stay for periods in remote locations, requiring overnight absences. Travel to remote locations may require the need to drive a 4WD vehicle (training provided) and/or fly in light planes.

Expectations and Behaviours

All employees are expected to conduct themselves in a professional manner at all times. Below are some brief guidelines on the values of the ILSC. Accepting a position with the ILSC indicates that you accept these guidelines and will uphold and promote them.

A full description of the ILSC Values and Code of Conduct is available in the current ILC Enterprise Agreement available on the ILSC website at www.ilsc.gov.au.

EEO/Diversity – All ILSC employees must recognise and adhere to the principles of Equal Opportunity. This means being non-discriminatory in all they say and do and recognising and accepting the value of diversity within the ILSC and broader community.

Probity – All ILSC employees must undertake all their duties in an open and honest manner. Employees must never use their position for personal gain either directly or indirectly. ILSC employees are obligated to recognise and report any instances where a conflict of interest may arise either for themselves or other ILSC employees.

Work Health and Safety (WHS) – All ILSC employees have an obligation to work safely at all times and not endanger their own well-being or the well-being of others. This includes employees at ILSC as well as members of the public. Furthermore, all employees are obligated to report any hazardous circumstances or potentially hazardous circumstances as soon as they become aware of them.

Customer Service – All ILSC employees are required to make a commitment to providing the highest level of Customer Service to all those people and organisations that they deal with while undertaking their duties.

Continuous Improvement – All employees at ILSC are required to undertake their duties in an environment whereby the commitment to continuous improvement is a core value and accompanies all activities.