



Financial Accountant

POSITION TITLE:	Financial Accountant
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POSITION AUTHORISATION:

INCUMBENT:	New Position (Signature) (Date)
PREPARED BY:	Valerie Valdez Group Finance Manager (Signature) (Date)
APPROVED BY:	Belinda Kenny Chief Financial Officer (Signature) (Date)

POSITION DEMOGRAPHICS:

Business Group/Division	Corporate
Reports Directly to:	Group Finance Manager
Reports Indirectly to:	Chief Financial Officer
Subordinates:	
Team membership:	Finance & Administration Team
Work Site:	Mulgrave Mill Office
Job Status:	Permanent / Fixed Term - Full time 12 Months
Hours in Attendance:	40 hour week plus 13 nominal RDOs over twelve month cycle
Qualifications / Experience:	Bachelor of Business/Commerce (Accounting) CPA/CA Taxation and Financial Reporting experience

POSITION PURPOSE:

The role of the Accountant is to assist with tax and statutory reporting compliance to support the business operations and the finance team of MSF Sugar Pty Ltd to achieve overall company accounting objectives.

The Accountant's primary function is to:

- provide effective tax and accounting support to the business operations based in Far North Queensland and Maryborough,
- assist with the preparation of statutory reporting in compliance with the accounting standards,
- ensure compliance with applicable tax legislation as it applies to company financial functions.

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AUTHORITY TO ACT

Compliance:

- Accounting standards
- Corporations Act
- Taxation Act
- External audit / tax advisers.

Strategic Decisions:

- Best practice monthly, quarterly and yearly preparation of statutory reporting.
- Best practice taxation compliance for the MPAH group.

KEY RELATIONSHIPS (Internal & External)

The key relationships will be with the following:

- Company Accountant
- External auditors
- Internal auditors
- External Tax advisers
- ATO/ABS

Additional relationships

- Management Accountants
- Shared Services Manager

KEY RESULT AREAS

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Financial Accountant

Areas	Elements
Financial Reporting	<ul style="list-style-type: none"> • Preparation of monthly journals and reconciliations for consolidation for the group's monthly financial reports. • Assist with the preparation of monthly, quarterly and annual statutory accounts in compliance with the accounting standards.
Audit	<ul style="list-style-type: none"> • Prepare audit confirmation documentations.
Taxation	<ul style="list-style-type: none"> • Prepare/co-ordinate quarterly/annual tax effect documentation. • Calculate and lodge the monthly Business/Instalment Activity statements for entities in the MPAH Group • Calculate and lodge the Payroll Tax monthly and yearly returns for all subsidiaries in the MPAH group. • Coordinate the Fringe Benefits Tax details for the MSF group operations. • Assist in the preparation of Research & Development application and tax for the MSF group operations.
Reporting	<ul style="list-style-type: none"> • Coordinate and lodge ABS reports for all aspects of the business.
Subsidiary Accounting	<ul style="list-style-type: none"> • Perform the accounting function for minor subsidiary companies of MSF Sugar.
Internal Controls	<ul style="list-style-type: none"> • Co-ordinate & compile monthly internal controls checklists • Update and monitor compliance tasks in Risk Wizard software

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SKILL REQUIREMENT

Skill Category	Skills
Enabling Skills	University degree Post graduate diploma – CA/CPA
Organisation Skills	Application of policy & procedures Record Keeping –Archiving Communication – logs, forms, memos, emails, reports, telephone Auditing
Essential Skills	Keyboard skills Advance Microsoft Word, Excel and Outlook operation Report writing Problem solving - investigation, analysis and decisiveness Compliance with legislation - policies and procedures Planning – prioritising
Desirable Skills	Ability to enlist co-operation Ability to explain accounting and taxation concepts Self-organised Reliability
Personal Traits	Self-motivated Takes initiative Precise – detail oriented Helpful Willing to share knowledge

GENERAL

This document outlines the unique characteristics of this position as a guide to role, scope and responsibilities of the position and skills required of the position incumbent.

In addition to these responsibilities the incumbent is an employee of the company and as such is accountable to the code of employee behaviour (Code of Conduct) defined by management and related to the company ten overarching policy statements.

Furthermore the incumbent’s role is not limited to the areas defined but subject to the organization’s needs, may be varied from time to time consistent with the incumbent’s training and skills.

Finally, this document serves primarily to make clear to the incumbent the areas of organization activity for which the incumbent has sole or team member responsibility. Standards within which tasks are to be performed, performance is measured and targets are set for improvement will be covered under performance review and continuous improvement processes.

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