



TASMANIAN PORTS CORPORATION PTY LTD

POSITION DESCRIPTION

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| POSITION TITLE: | Senior Financial Accountant |
| REPORTS TO: | Manager Finance |
| DIVISION: | Corporate Services |
| LOCATION: | Hobart |
| CONDITIONS: | Common Law Contract – Permanent Full-Time |

PURPOSE OF THE POSITION

To provide high level leadership and technical expertise, enabling the Finance Team to deliver effective financial services to the business. To support continuous improvement in the business performance of the Corporate Services Division and effectively contribute towards the achievement of the organisation's vision and purpose.

KEY DUTIES

- Undertake financial modelling and investment evaluation;
- Identify, recommend improvements to and prepare accounting policies and procedures;
- Provide commercial accounting support to internal stakeholders;
- Assist with the preparation of Board and ARMCo papers;
- Contribute to the development and improvement of accounting processes and systems;
- Assist with business reporting including preparation of annual financial statements and end-of-month reporting;
- Undertake project work as required;
- Supervise staff and provide oversight of finance functions;
- Manage income tax and indirect taxes;
- Support and act in role of Manager Finance when required; and
- Perform other duties as required in accordance with qualifications and competence.

LEVEL OF RESPONSIBILITY / ACCOUNTABILITY

This position operates under minimal supervision and works with independence and autonomy. The incumbent is expected to use discretion to solve problems and meet work priorities in line with the objectives of the Division. This position will operate within the framework of TasPorts legislation and internal guidelines and policy.

TasPorts Health, Safety and Environment Responsibility and Authority

Refer to section 4.7 of the *HSE Responsibility & Authority Procedure*.

Supervisory Responsibility

Direct reports: Six; Indirect reports: One

KNOWLEDGE, SKILLS AND EXPERIENCE (SELECTION CRITERIA)

1. Highly developed interpersonal and communication skills (written and verbal) and the ability to liaise effectively with both internal and external stakeholders;
2. Strong conceptual and analytical skills with the ability to apply judgement to solve problems;
3. Thorough understanding of accounting standards and tax law and its application;
4. Strong leadership skills with the ability to manage, coach and motivate staff, provide relevant training and resolve day to day operational problems as they arise;
5. Proficiency in the use of Microsoft Office applications including advanced excel skills, along with experience in financial systems.

QUALIFICATIONS / LICENCES

- An appropriate tertiary degree;
- CPA or CA qualification;
- Current drivers licence and
- Ability to obtain and hold a Maritime Security Identification Card (MSIC)