

JOB DESCRIPTION

Position Title	Accountant		
Position Number	35307	Location	Darwin
Designation	Band 3 Admin		
Reports To (Position Title)	Financial Coordinator		
Northern Territory Government			
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached resume/cv. For further information for applicants and example applications see: click here		
Information about Selected Applicant's Merit	If you accept this position, a summary of your merit (including work history, qualifications, experience, skills, etc.) will be provided to other applicants to enable transparency and understanding of the decision. For further information see: click here		
Organisational Context			
Territory Generation is a Government Owned Corporation that was formed in 2014. We produce approximately 1900GWh of electricity per year to provide power to the people of the Northern Territory. Our vision is to be the Northern Territory's trusted and respected energy services business.			
Our actions, words and behaviours are guided by a core set of values that form the foundation of everything we do. Our values are Focus, Integrity, Respect, Safety and Teamwork (FIRST) .			
We recognise that individually, our employees offer unique value and perspective and we are committed to a workplace that supports people from all backgrounds.			
Employee Responsibilities			
You work as part of a team to safely and efficiently meet your agreed objectives which contribute to the shared vision for Territory Generation. You actively demonstrate the organisation's values and take accountability for your performance and behaviour. Key responsibilities include:			
Focus	<ul style="list-style-type: none">• Demonstrates an awareness of the Vision and objectives of the Corporation.• Develops individual objectives and, where requested by direct supervisor, adjusts priorities to the needs of the business.• Tracks own performance in line with objectives on a regular basis.• Actively participates in performance reviews and feedback processes.• Remain self-disciplined and calm under pressure.		
Integrity	<ul style="list-style-type: none">• Demonstrate the organisation's values.• Conduct business in line with the values and high ethical standards – considers values in business interactions;• Ensures compliance with legal, governance and policy requirements;• Deliver on commitments – where commitments cannot be delivered on, communicates openly and honestly and sets new timelines for delivery.		
Respect	<ul style="list-style-type: none">• Takes accountability and responsibility for own actions;• Readily shares knowledge and expertise with others;• Actively supports the team and organisational goals;• Treats change and new situations as opportunities for learning and growth.		
Safety	<ul style="list-style-type: none">• Demonstrates safe working behaviours in order to achieve an incident free and safe workplace;• Develops personal safety objectives;• Challenges unsafe behaviours from team mates;• Monitors and takes ownership of own safety performance.		
Teamwork	<ul style="list-style-type: none">• Helps team mates feel valued and included in discussions;• Places higher priority on team than individual goals;• Shares important or relevant information with team or other affected stakeholders in a timely manner;• Speaks positively of team mates and other employees;• Focuses on personal growth and addresses development gaps which will help the achievement of performance goals.		

Role Responsibilities			
<p>You will provide financial services and advice including Annual financial and budget reporting, policy development, reconciliations and submission of the annual business tax return, business activity statements, payroll and fringe benefit tax returns.</p> <p>Your accountabilities include:</p> <ol style="list-style-type: none"> 1. Proactively analyse, interpret and report on financial results, forecasts, budgets and performance to targets, communicating identified insights and risks with key stakeholders. 2. Assist in month end processing inclusive of preparing month end accrual journals, management reports and external reporting as required. 3. Be responsible for the preparation, calculation and lodgment of monthly Payroll Tax and BAS, along with Annual FBT and Taxable Payment reporting to the ATO. 4. Build processes and procedures with a focus on continuous improvement ensuring compliance with accounting standards and relevant legislation. 5. Assist in the preparation of all internal and external reporting in a timely and accurate manner, including the completion of the Annual Report, Statement of Corporate Intent and Quarterly Forecasting. 6. Update and maintain the Fixed Asset Register. 7. Assist with the development and review of accounting policies and procedures, ensuring consistency with Australian accounting standards. 8. Provide training and support to management, staff and other stakeholders. 9. Carry out duties in accordance with Territory Generation's safety, environmental and quality policies, safety principles, corporate values and strategies. 			
Selection Criteria			
Essential			
<ol style="list-style-type: none"> 1. Demonstrated knowledge and experience with complex accounting concepts, taxation and reporting compliance in line with accounting standards, taxation legislation and other legislative requirements relevant to the role 2. Significant demonstrable knowledge and experience in the preparation of complex budgets and analysis of financial reports. 3. Possess a high level of initiative and self-motivation, capable of managing a dynamic workload and prioritising deliverables, demonstrating effective time management skills to achieve tight deadlines and adaptability in a busy work environment. 4. Effective verbal, written communication and interpersonal skills, with an ability to convey complex information in an easy to understand manner to people at all levels within the organisation and external stakeholders. 5. Demonstrated ability to independently problem solve and actively improve processes and procedures. 6. Demonstrated high proficiency in technology literacy skills, including Microsoft Office Suite with Advanced Excel and ERP financial systems 7. Ability to carry out duties in accordance with Territory Generation's safety, environmental and quality policies and corporate values and strategies. 			
Desirable			
<ol style="list-style-type: none"> 1. Tertiary qualifications in finance/accounting or business together with Membership or eligibility for membership of a primary professional accounting body (CPA, CAANZ) highly desirable. 2. Previous experience in a corporate accounting environment highly advantageous. 3. Previous experience in Pronto and developing Cognos reports. 			
REVIEW / AUTHORISATION			
HR Review:		Date	
Finance Manager:		Date	
General Manager Finance & Corporate Services:		Date	
Pre-Employment medicals are a requirement for all Territory Generation positions			
Closing date:	02/03/2021		
Apply online link:	https://jobs.nt.gov.au/Home/JobDetails?rtfId=206771		