

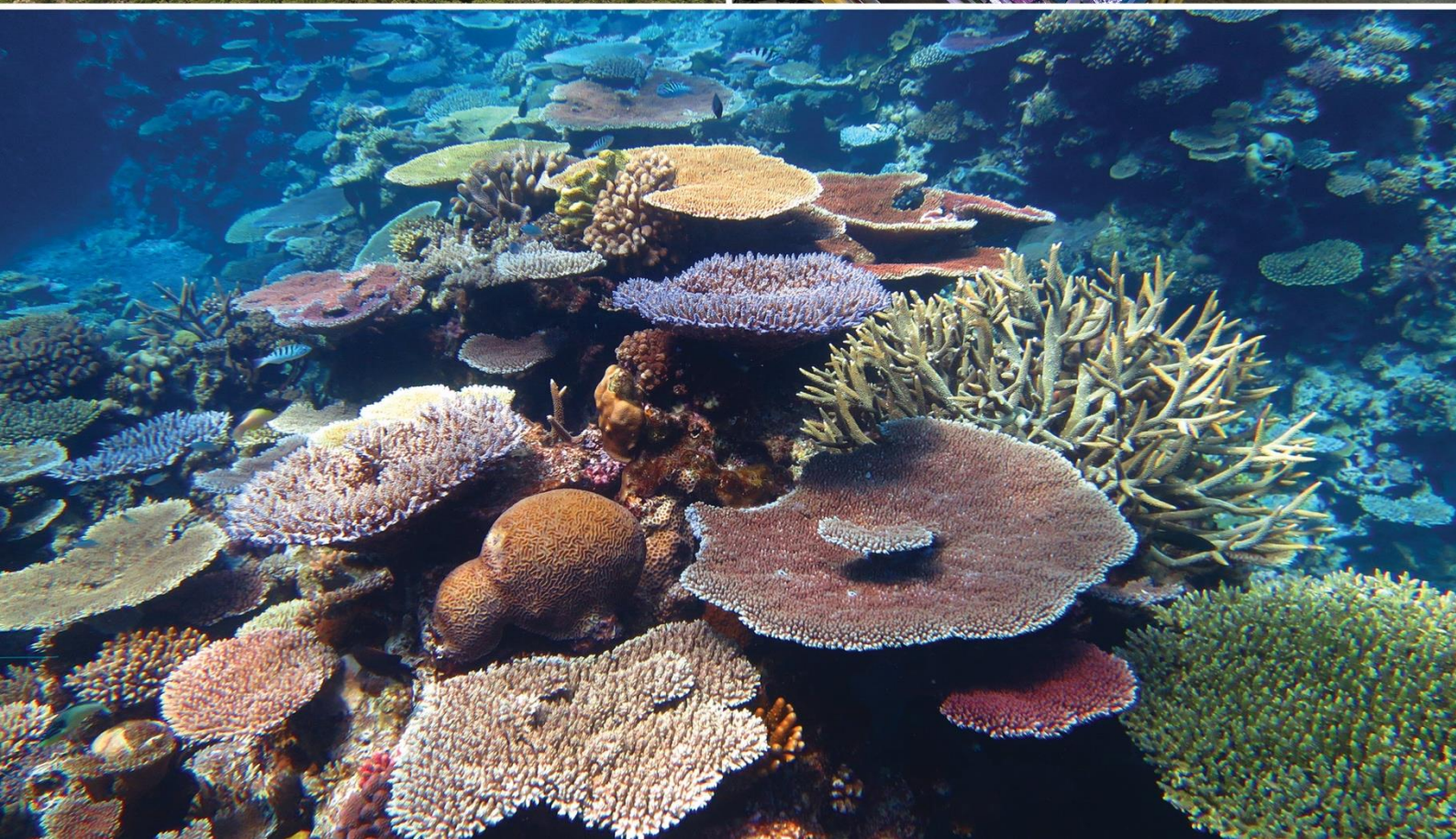


Australian Government



AUSTRALIAN INSTITUTE
OF MARINE SCIENCE

PROJECT ACCOUNTANT
2 YEAR LABOUR HIRE ARRANGEMENT
FINANCE & CORPORATE SERVICES TEAM
CANDIDATE INFORMATION PACK



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AIMS was awarded Athena Swan Bronze status in 2020 by the Science in Australia Gender Equity (SAGE) program. This award recognises AIMS' commitment to improving gender equity, diversity and inclusion in STEMM disciplines.

The Australian Institute of Marine Science acknowledges the Traditional Owners of the land and sea on which we work. We recognise the unique relationships and enduring cultural and spiritual connection that Aboriginal and Torres Strait Islander people have to land and sea, and pay our respects to Elders past, present and future.

Photographic credit: Shaun Hahn, Joe Gioffre, Christian Miller, Steve Clarke, Christian Miller, Chris Brunner, Nick Thake, David Deeley

ABOUT AIMS

The Australian Institute of Marine Science is a corporate Commonwealth entity established under the [Australian Institute of Marine Science Act 1972](#) (AIMS Act). As Australia's tropical marine research agency, it is [our mission](#) to provide the research and knowledge of Australia's tropical marine estate required to support growth in its sustainable use, effective environmental management and protection of its unique ecosystems.

To accomplish [our mission](#), AIMS delivers independent science to help realise three key long-term impacts for the nation:

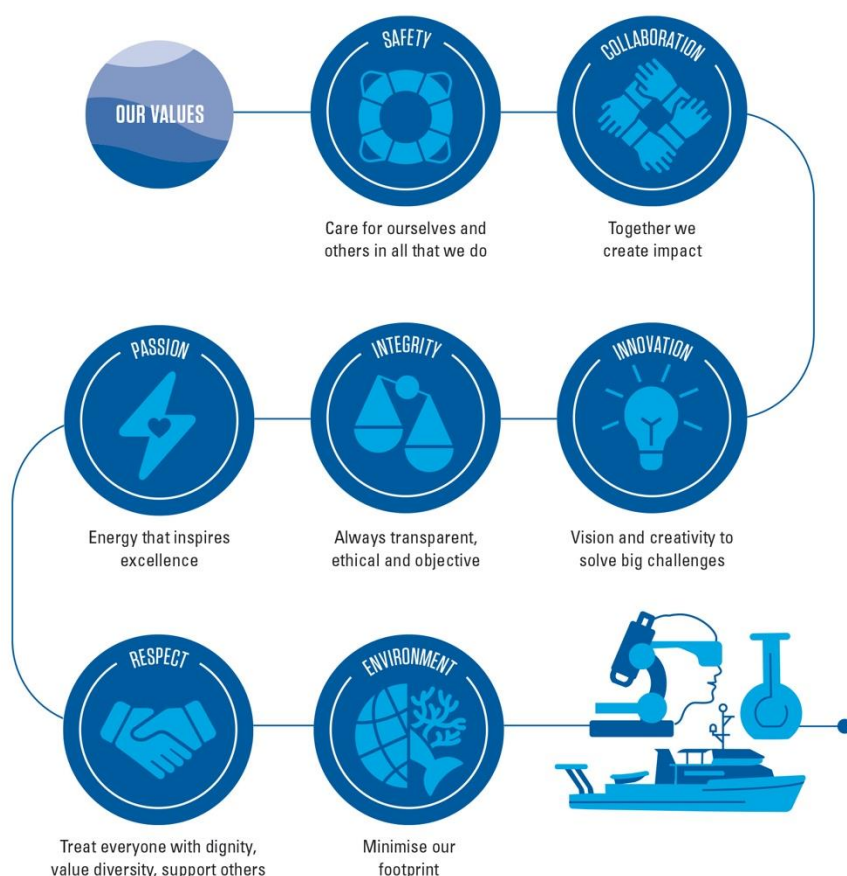
- Improve the health and resilience of marine and coastal ecosystems across northern Australia.
- Create economic, social and environmental net benefits for marine industries and coastal communities.
- Protect coral reefs and other tropical marine environments from the effects of climate change.

Our research is focused on the priorities of our stakeholders, including Commonwealth, state and territory governments, industry and Traditional Owners. Our research continues to:

- Underpin Australia's environmental management of the Great Barrier Reef (GBR) to ensure that this World Heritage Area remains healthy and resilient.
- Support the sustainable development of coastal industries and ports across northern Australia.
- Provide the environmental baselines and condition and risk assessments required for current and future resource and industrial developments in Northern Australia.

At AIMS, [the way we work](#) guides our team members' on their collective journey towards the successful delivery of our [AIMS Strategy 2025](#) targets.

THE WAY WE WORK



ABOUT OUR FINANCE & CORPORATE SERVICES TEAM AND OUR PROJECT ACCOUNTANT POSITION

Finance & Corporate Services

Successful achievement of our research goals is reliant on the provision of exceptional enabling support services. There are several enabling services offered at AIMS that provide operational and administrative functions. Throughout AIMS, our Finance and Corporate Services team deliver the complete range of HR, Finance, ICT, Project Management, Legal and Business Development enabling products, services and professional advice.

As a primarily publicly funded research agency, AIMS has an obligation to implement rigorous financial management reports, policies, procedures and systems which are managed by our Finance Team.

About this Opportunity

Working within the Finance Team, our Project Accountants utilise the business partnership delivery model to provide the holistic range of financial support service, advice and products to enable scientific, operational and corporate services staff to achieve successful outcomes. This includes providing assistance with managing budgets, preparing external costings, invoicing on completion of project milestones.

As an Accountant at AIMS you will deliver accurate and timely financial information for our science research teams to enable the effective financial management of activities including producing financial reports, budget estimates and costings. You will also assist with the preparation of the monthly and Annual Financial reports including responding to the audit questions and requests for additional documentation.

About you

Achieving success as an AIMS Project Accountant will be supported by your Tertiary degree qualification in Commerce (or related discipline), you will have a working knowledge of contemporary accounting principles and practices. You will have a high level of attention to detail with the ability to produce accurate and timely financial information, as well as well-developed capabilities to work independently under technical direction on a variety of tasks with a commitment to a team approach. You'll be a master at juggling competing priorities, and be resourceful and proactive in your work to ensure objectives are reached.

Previous experience with Technology One and MS Project would be highly advantageous.

NB: Non-Australian Citizens must hold an appropriate Visa with working entitlements that allows paid employment with AIMS for the term of the appointment, depending on the [Department of Home Affairs](#) current policies.

If, after reviewing the position description (refer pages 7 - 10), you believe that your qualifications, experience and professional capabilities will enable you to successfully deliver the position responsibilities, we would be very interested in hearing from you.

Apply now and join a world leading organisation with attractive working conditions which are detailed in our [Enterprise Agreement](#). The successful candidate for this exciting opportunity will be rewarded with:

- AIMS AOF Level 4 salary (\$87,189 to \$95,915 per annum) plus 15.4% superannuation
- Labour Hire Arrangement, Temporary 2-year (24-month) opportunity
- 9-day fortnight
- Flexible Work Arrangements considered (including tele-working where possible)
- Optional Fitness passport
- Generous leave provisions
- Located in Perth (WA).

HOW TO APPLY

Your application submission for our Project Accountant opportunity should include the following documentation:

- Current Resume (including the contact details detail for two current referees);
- Document addressing the Key Selection Criteria (refer to page 6) within the scope of the position description (refer to page 7-10); and
- A short cover letter.

NB: Our preference is that you include a list of your qualifications, publications, certificates and/or licences in your resume. Do not attach these documents to your application as these will not be provided to the selection panel.

Shortlisted applicants may be asked to complete a Personal Outlook Analysis Questionnaire using the Birkman Method.

How to Apply: Please submit your application via our [website](https://aims.gov.au) (aims.gov.au).

Further information on the application process and tips for addressing Selection Criteria is available in our [Recruitment Application Guide](#).

Closing Date: SUNDAY, 10 JULY 2022 (midnight, AEST).

Recruitment Contact: Position enquiries can be directed to Jason Davidson, Finance Manager at jj.davidson@aims.gov.au

NB: Applicant survey: All applicants will be invited to complete a voluntary survey after the vacancy closing date. Your responses to this survey do not form part of your application for this position. Further information about the purpose of this survey will be provided to you in the invitation.



KEY SELECTION CRITERIA

Your application submission should address the following Selection Criteria. Please address each Selection Criteria in a separate paragraph (maximum 250 words per criteria) and in a single document. The selection criteria and your CV are the documents against which we assess your suitability for the position.

Your responses to the following Key Selection Criteria must evidence your suitability for this exciting opportunity within the scope of the position description (pages 7-10).

Essential

- Demonstrated ability to work independently under technical direction on a variety of tasks with a commitment to a team approach.
- Interpersonal skills with a resourceful and proactive approach to achieving the objectives of the role.
- Demonstrated time management skills, with a proven ability to organise, prioritise and complete accurate financial information to set deadlines.
- Demonstrated experience in project costings through to milestone acquittal of financial transactions.
- Demonstrated experience producing financial reports, budgets and excel spreadsheets.
- CPA/CA or equivalent qualifications in Commerce or related discipline.

Desirable

- Experience using TechnologyOne accounting software and Microsoft Project.



POSITION DESCRIPTION:

PROJECT ACCOUNTANT

Team Membership:	Finance Team (1101)
Program:	Corporate Services
Primary Location:	Perth, WA
Direct Supervisor:	Finance Manager (21249)
Position Classification:	AIMS AOF Level 4
Functional Area:	Administrative Services
Position Summary:	<p>As part of the Finance Team, the Project Accountant will provide financial support to scientific and corporate services staff, including assistance with managing budgets, preparing external costings, invoicing on completion of project milestones, manage the Non-Current Asset Registers and answering general queries.</p> <p>Perform other duties within the Finance Team as directed.</p>
Position Responsibilities:	<p>Facilitate the transfer of financial information to and from science research teams to ensure accurate and timely information is available.</p> <p>Produce financial reports, budget estimates and costings for science research teams to assist in the effective financial management of the team.</p> <p>Produce complex financial reports and graphs to assist AIMS management in making financial decisions for the current and future years including the use of Microsoft Project.</p> <p>Experience in project costings through to milestone acquittal of financial transactions.</p> <p>Assist with the preparation of the monthly and Annual Financial reports including responding to the audit questions, adhering to Accounting Standards and requests for additional documentation.</p> <p>Assist with the completion of the Fringe Benefit Tax and Goods and Services Tax (BAS) return including fuel tax rebates in accordance with legislation.</p> <p>Responsible for assisting and management of other Teams when project accountants responsible for those teams take leave.</p> <p>To work as an effective member of the Finance Team and show a willingness to learn and provide assistance within the team as required.</p> <p>Comply with AIMS' workplace safety policies and procedures to ensure a safe workplace.</p> <p>Comply with AIMS' Intellectual Property policies and procedures to ensure AIMS' intellectual assets are captured, managed and protected.</p> <p>Comply with AIMS' Code of Conduct ensuring the standards of conduct required of an AIMS staff member are upheld.</p> <p>Adhere to, uphold and demonstrate the AIMS values.</p>
Key Responsibilities and Performance Standards	
Occupational Health & Safety:	<p>Comply with AIMS' workplace safety policies and procedures to ensure a safe workplace.</p> <p>In line with AIMS' Health and Safety Policy policies and procedures, successfully participate in Manual Task (Functional) Assessments and Fit for Work medical assessments as required.</p>

POSITION DESCRIPTION - CONTINUED

	<p>Minimum functional requirements:</p> <table border="1"> <tr> <td>Maximum lift expected (5kg, 10kg, 25 kg)</td><td>15kg</td></tr> <tr> <td>% role walking</td><td>10%</td></tr> <tr> <td>% role sitting</td><td>85%</td></tr> <tr> <td>% role standing</td><td>5%</td></tr> <tr> <td>% role diving</td><td>0%</td></tr> <tr> <td>Off-shore, remote location diving for extended periods of time.</td><td>No</td></tr> <tr> <td>Required to work in confined spaces</td><td>No</td></tr> </table> <p>It is a requirement of this role that you are and remain fully vaccinated against COVID-19. Please note the sighting of proof of vaccination will be required as a pre commencement requirement.</p> <p>Report immediately any work-related accident, injury or near accident to your direct supervisor.</p> <p>Identify workplace hazards and take corrective action with your supervisor's guidance.</p> <p>Ensure visitors and staff for which you are responsible have completed the necessary OH&S inductions.</p>	Maximum lift expected (5kg, 10kg, 25 kg)	15kg	% role walking	10%	% role sitting	85%	% role standing	5%	% role diving	0%	Off-shore, remote location diving for extended periods of time.	No	Required to work in confined spaces	No
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Off-shore, remote location diving for extended periods of time.	No														
Required to work in confined spaces	No														
Intellectual Assets:	Ensure compliance with AIMS' Intellectual Property policies procedures and guidelines to ensure AIMS' intellectual assets are appropriately protected and managed.														
Delegations:	In line with <u>Financial and Contract Delegation Policy</u> , which includes authorisation levels for Financial, Enterprise Agreement (supervisory), HS&E and General Administrative activities.														
Teamwork/supervisory:	<p>To work as a member of a multi-disciplinary team that values diversity while ensuring the achievement of AIMS' goals and objectives.</p> <p>Ability to learn all positions in the finance team to provide relief when a team member is absent or on leave.</p>														
External Customer, Partner, Collaborator and Stakeholder Requirements:	<p>Produce accurate and timely financial information to assist AIMS staff in negotiating with external customers, partners, collaborators and stakeholders.</p> <p>Coordinate the finance and budgeting process for large external projects and tenders.</p> <p>Prepare government reports and surveys to external customers and stakeholders on behalf of the institute in a timely and accurate manner</p>														
Internal Organisational relationships:	<p>Reports to:</p> <p>First Level Supervisor: Finance Manager (21249)</p> <p>Next Level Supervisor: Corporate Services Manager/CFO (21181)</p> <p>Research Team Directors: Provide financial reports, budget estimates and costings as required and answer financial queries.</p> <p>Research Staff: Provide financial reports, budget estimates and costings as required and answer financial queries.</p> <p>Project Leaders: Provide financial reports, budget estimates and costings as required and answer financial queries.</p>														
Financial responsibilities and accountabilities:	<p>Contribute to positional budget requirements.</p> <p>Manage AIMS funds in a responsible manner and within delegation.</p>														

POSITION DESCRIPTION - CONTINUED

	<p>Comply with AIMS' <u>Fraud Prevention Plan</u> ensuring the standards of conduct and ethical behaviour required of an AIMS staff member are upheld and that suspected fraudulent activity is prevented and/or reported.</p> <p>Assist AIMS management in major financial decisions and future planning for the institute.</p> <p>Position accountable to the Finance Manager for the proper execution of AIMS Financial Management information.</p>
Innovation, problem solving and continuous improvement responsibilities:	Suggest continuous improvement ideas to improve efficiencies in the financial services section.
Planning responsibilities:	<p>Performance Management:</p> <p>Assist with the implementation of the Financial Services business plan to ensure set timeframes and improvements are met</p> <p>Plan work activities to ensure the achievement of timelines.</p> <p>Ensure timely and accurate completion of required tasks.</p> <p>Actively participate in own personal performance planning and evaluation.</p> <p>Successfully participate in the AIMS annual Performance and Development program.</p> <p>Plan work activities to ensure achievement of timelines.</p> <p>Contribute positional requirements to operational team planning.</p> <p>Coordinate end of financial year and end of month requirements with Finance Manager and Asset Accountant.</p>
Communication responsibilities:	<p>To facilitate the transfer of financial information to science staff in a clear and understandable manner.</p> <p>Compile financial reports that are clear and user friendly.</p> <p>Write procedure manuals that are comprehensive, clear and easy to understand.</p> <p>To distribute information to fellow team and staff members where significant changes and improvements to systems have occurred.</p> <p>Interact with other team members to facilitate achievement of group goals.</p>
Skills and Knowledge	
Essential Skills and Knowledge:	<p>Demonstrated ability to work independently under minimal direction on a variety of tasks.</p> <p>Demonstrated experience in project costings through to milestone acquittal of financial transactions.</p> <p>Demonstrated commitment to a team approach and ability to work as a member of a team.</p> <p>Knowledge of contemporary accounting principles and practices.</p> <p>High attention to detail with the ability to produce accurate and timely financial information.</p> <p>Interpersonal skills with a resourceful and proactive approach to achieving the objectives of the role.</p>

POSITION DESCRIPTION - CONTINUED

	Time management skills, with a proven ability to organise, prioritise and complete work to set deadlines.
Desirable Skills and Knowledge:	Previous experience within a Government organisation and/or public sector accounting practices.
Qualifications and Experience	
Essential Qualifications and Experience:	<p>CPA/CA qualifications or equivalent.</p> <p>Experience with a range of computer programs with advanced knowledge of MS Excel.</p> <p>Demonstrated experience producing financial reports, budget estimates, spreadsheets and costings.</p> <p>Demonstrated experience managing accounts from initial entry through to reconciliations, end of month processes and end of financial year requirements.</p>
Desirable Qualifications and Experience:	Experience using TechnologyOne accounting software and MS Project.
Technology and Equipment	
Technology & Equipment Used:	Personal computer, general office equipment, networked accounting software and Microsoft Office 365 programs.
Special Requirements	
Other Special Requirements	<p>Current C Class Open Drivers Licence (or equivalent) or the willingness to obtain.</p> <p>Strong commitment to and sound knowledge of principles and practices of Occupational Health and Safety and Workplace Diversity and Inclusion</p> <p>Non-Australian Citizens must hold an appropriate Visa with working entitlements that allows paid employment with AIMS for the term of the appointment, depending on the <u>Department of Home Affairs</u> current policies.</p>



About the Location

Perth

Perth is a vibrant city and an exciting hub located on the west coast of Australia. Perth sits along the Swan River and is surrounded by unique landscapes, from Australian bushland in the west to rolling coastline 12 km east of the city.

Perth is a fast-developing region, with a population of over 2 million people. Perth's diverse economic base is supported by key industries including Professional, Scientific and Technical Services (the largest industry employer), Government and Administration, Resources, and Health.

Perth offers an array of opportunities for residents including exploration of diverse outdoor spaces, world-class national and international cultural and sporting events, architectural and historical attractions, and access to high-quality health, entertainment, medical, educational and sporting facilities. Perth is also recognised as the sunniest capital city in Australia.

More information: www.perth.wa.gov.au

