

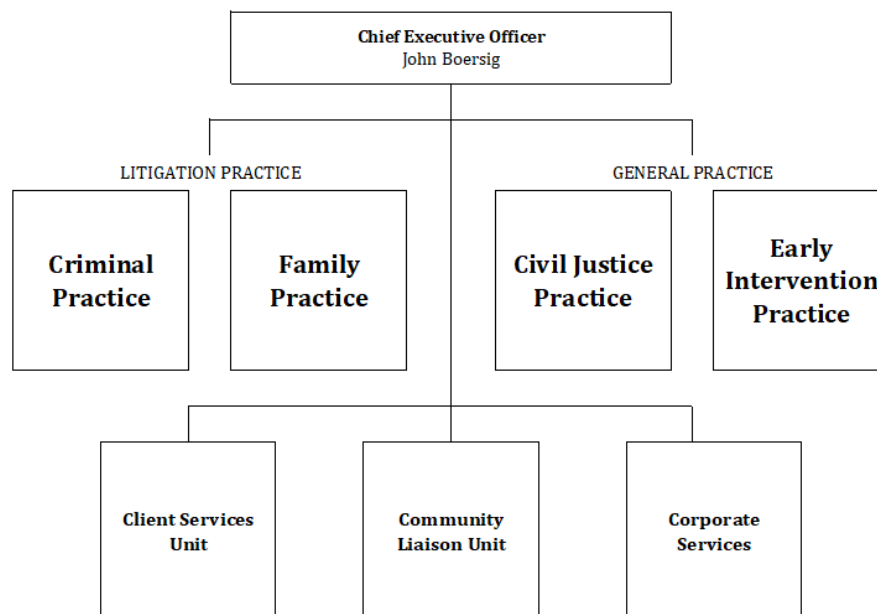
Position Title	Financial Accountant
Classification	SOG B
Responsible to	Financial Accountant
Number of direct reports	3
Number of indirect reports	Nil

### The Legal Aid Commission (ACT) (Legal Aid)

Legal Aid was established under the *Legal Aid Act 1977*. Its mission is to promote a just society in the Australian Capital Territory by:

- ensuring that vulnerable and disadvantaged people receive the legal services they need to protect their rights and interests
- developing an improved community understanding of the law, and
- seeking reform of laws that adversely affect those we assist.

Further information about Legal Aid can be found at <http://www.legalaidact.org.au>



### Corporate Services

Legal Aid's Corporate Services section encompasses:

- Finance
- People & Culture
- Information & Communication Technology
- Facilities Management

### Position Dimension and Relationships

The Financial Accountant manages Legal Aid's financial accounting, including preparing the financial statements and ensuring day to day transactions are recorded in line with relevant accounting standards. This position will also assist with the payroll function and the strategic direction of the Commission.

At different times, the Financial Accountant will also complete project work as directed by the Chief Financial Officer or the Chief Executive Officer relating to Legal Aid's financial and administrative processes.

**Key Responsibilities**

- **Strategic Financial Planning:**
  - Oversee the development of long-term financial plans and models;
  - Analyse financial data to identify trends, risks, and opportunities; and
  - Provide strategic financial advice to senior management on resource allocation, investment decisions, and risk mitigation.
- **Financial Performance Management:**
  - Oversee the preparation and analysis of financial performance reports for senior management and the Board;
  - Manage the preparation of annual financial statements and liaise with auditors; and
  - Identify and implement strategies to improve financial performance and optimize resource utilisation.
- **Budgeting and Forecasting:**
  - Lead the development and implementation of annual budgets and rolling forecasts;
  - Analyse budget variances and recommend corrective actions; and
  - Liaise with ACT Treasury to maintain the Commission's Budget.
- **Financial Systems and Processes:**
  - Evaluate and enhance financial systems and processes to improve efficiency and accuracy;
  - Oversee the Accounts Payable and Accounts Receivable functions (including end of month journals and reconciliations);
  - Ensure compliance with financial regulations and accounting standards;
  - Prepare the finance sections of Legal Aid's Annual Report; and
  - Liaise with TechnologyOne regarding the Commission's Finance IT system.
- **Team Leadership and Development:**
  - Lead and mentor a small team of finance professionals; and
  - Foster a culture of continuous improvement and professional growth.

Under limited direction, the Financial Accountant will:

- Represent Legal Aid in a professional manner by upholding the ACT Public Service Values;
- Prepare submissions for new grant funding;
- Build professional relationships with employees and managers across Legal Aid to deliver high-quality and seamless service delivery;
- Work towards performance objectives and KPIs identified in strategic, operational and individual performance development plans;
- Be responsible for applying WHS to daily tasks performed in the workplace, report all matters beyond your authority and take all practical measures to ensure that your workplace is safe and without risk to health or property;
- Comply with all Legal Aid ACT policies and procedures; and
- Perform other duties as directed, consistent with the classification level of the position and in line with competencies

## Key Capabilities

### Essential:

- Ability to interpret, manipulate and understand data relevant to the management and output of Legal Aid
- Excellent attention to detail and a proven ability to prepare accurate, timely and comprehensive reports
- High level written and verbal communication skills, including the ability to clearly present data in an accurate and concise manner
- Ability to interpret and apply appropriate legislation.
- Excellent knowledge and application of relevant accounting standards and principles
- Ability to assess priorities and manage competing deadlines both independently and as a member of a team
- Initiative, sound judgment and the capacity to respond to requests for assistance in urgent matters while working in a team environment

### Requirements:

- Relevant qualifications in accounting or finance are essential
- Full working rights in Australia
- A good working knowledge of FinanceOne would be advantageous
- A good working knowledge of Microsoft Dynamics would be advantageous

