

# Role Description

## Graduate Accountant



Cluster	Department of Planning and Environment
Division/Branch/Unit	Sydney Opera House
Location	Sydney CBD
Classification/Grade/Band	Grade 2 Level 1
Kind of Employment	Enterprise Agreement – Temporary; Fulltime
ANZSCO Code	221111
PCAT Code	1223392
Role Number	W02950R02722; W03011R02722
Date of Approval	July 2023
Agency Website	<a href="http://www.sydneyoperahouse.com">http://www.sydneyoperahouse.com</a>

### AGENCY OVERVIEW

The Sydney Opera House is an Executive Agency of the NSW Department of Planning and Environment. The Opera House is operated and maintained for the Government of NSW by the Sydney Opera House Trust, which is constituted as a body corporate under the Sydney Opera House Trust Act 1961.

The Sydney Opera House is an iconic Australian institution that embodies beauty, inspiration and the liberating power of art and ideas.

Our vision is to be as bold and inspiring as the Opera House itself.

Our mission is twofold:

- To treasure and renew the Opera House for future generations of artists, audiences and visitors; and
- To inspire, and strengthen the community, through everything we do.

### PURPOSE OF THE ROLE

This position supports the Opera House's financial activities. It is a development role for a university graduate accountant, seeking to combine on the job training with study towards a professional accounting qualification. The role will receive mentoring and development from experienced and approachable professionals across finance areas of treasury, accounts receivable, accounts payable, management accounting, business support as well as month-end and financial reporting.

The Finance team has focus areas in financial services, reporting, business analysis and financial planning and modelling. This role will rotate across these areas, with the aim of exposing graduates to 3 focus areas in approximately a 2 year period. The successful candidate will be open to covering all areas of finance, enjoy learning new areas of the business, and partnering with finance and non-finance staff to deliver key business outcomes.

We offer the following support for your professional advancement:

- Study leave available for each module of approved study towards CA or CPA.
- Regular training and development - we have various internal and external training programs to build both technical and soft skills.

### KEY ACCOUNTABILITIES

As the role will rotate through the finance focus areas, graduates can expect to work on the following:

- **Treasury:** manage SOH cash float dispensing machine, provide support to business users, undertake bank account and merchant reconciliations, ensure integrity of daily sales postings to the general ledger.
- **Accounts receivable,** including: prepare invoices, allocate funds received; maintain customer account reconciliations, investigate discrepancies and provide information and solutions support to customers.
- **Accounts payable,** including: processing of supplier invoices; resolution of supplier invoice queries; reconciliation of all accounts payable balances.
- **Business analysis** including: provide finance partnering and process support to business users, assist in budget preparation, quarterly forecasting and analysing performance. Provide business case financial research and support.
- Across all streams, undertake **other duties** such as analysis of suspense items in balance sheet accounts, system improvement tasks, general ledger account maintenance, project work and solution support.

## KEY CHALLENGES

- Operate within a busy, high volume transaction environment and ensure accuracy, timeliness and completeness of work.
- Attention to detail, ability to seek guidance and support from supervisors.
- Ability to operate as part of a team and be able to adhere to strict deadlines and prioritise where needed.

## KEY RELATIONSHIPS

WHO	WHY
<b>Internal</b>	
Senior Finance Staff	To receive direction on daily tasks, to discuss activities and issues, to contribute to and receive guidance on procedural, accounting and business activities.
Finance Staff	To share information, work collaboratively on focus areas and escalate issues regarding the general ledger and supporting systems.
SOH staff	To support business unit staff with relevant financial matters, providing a high level of customer service.
<b>External</b>	
Clients, suppliers and business partners	To be an ambassador for SOH in interactions with internal and external customers and suppliers, handling challenging situations in a positive and helpful manner.

## ROLE DIMENSIONS

### Decision Making

The position performs tasks according to SOH Policies, procedures and legislative requirements, including Treasury Circulars and Treasury Policy and Guidelines Papers and the Government Finance Sector Act. The role is subject to supervision and ensures that key tasks are approved by the relevant supervisor in line with SOH policies and procedures.

### Reporting Line

Relevant senior finance staff for the duration of rotation.

### Direct Reports

Nil

## ESSENTIAL REQUIREMENTS





- Tertiary qualifications in Accounting/Finance. Sound knowledge of accounting principles and procedures, forecasting, budgetary principles and business planning process.
- Progress towards/ or ready to commence a professional accounting body qualification (preferably CA/CPA).
- Interest in developing a broad skill set in financial and management accounting, business partnering and reporting, willingness to move between specialist portfolios on a rotation basis.
- Good interpersonal, communication and networking skills to maintain relationships across the organisation on financial matters including commitment to providing quality customer service.
- Sound writing and report generation skills and experience with intermediate experience across Microsoft Office.
- Strong analytical and problem solving skills with attention to detail and interest in financial modelling.
- Ability to work efficiently under pressure and prioritise work, delivering to strict deadlines.

## CAPABILITIES FOR THE ROLE

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

### Capability Summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	<b>Display Resilience and Courage</b>	<b>Foundational</b>
	<b>Act with Integrity</b>	<b>Foundational</b>
	Manage Self	Foundational
	Value Diversity	Foundational
 Relationships	<b>Communicate Effectively</b>	<b>Foundational</b>
	<b>Commit to Customer Service</b>	<b>Foundational</b>
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Deliver Results	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	<b>Demonstrate Accountability</b>	<b>Foundational</b>
 Business Enablers	<b>Finance</b>	<b>Intermediate</b>
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Intermediate

### Focus Capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Display Resilience and Courage	Foundational	<ul style="list-style-type: none"> <li>Be open to new ideas and approaches</li> <li>Offer own opinion, ask questions and make suggestions</li> <li>Adapt well to new situations</li> <li>Do not give up easily when problems arise</li> <li>Stay calm in challenging situations</li> </ul>
<b>Personal Attributes</b> Act with Integrity	Foundational	<ul style="list-style-type: none"> <li>Behave in an honest, ethical and professional way</li> <li>Take opportunities to clarify understanding of ethical behaviour requirements</li> <li>Identify and follow legislation, rules, policies, guidelines and codes of conduct that apply to your role</li> <li>Speak out against misconduct, illegal and inappropriate behaviour</li> <li>Report apparent conflicts of interest</li> </ul>
<b>Relationships</b> Communicate	Foundational	<ul style="list-style-type: none"> <li>Speak at the right pace and volume for varied audiences</li> <li>Allow others time to speak</li> </ul>

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Effectively		<ul style="list-style-type: none"> <li>• Display active listening</li> <li>• Explain things clearly</li> <li>• Be aware of own body language and facial expressions</li> <li>• Write in a way that is logical and easy to follow</li> </ul>
<b>Relationships</b> Commit to Customer Service	Foundational	<ul style="list-style-type: none"> <li>• Understand the importance of customer service</li> <li>• Help customers understand the services that are available</li> <li>• Take responsibility for delivering services which meet customer requirements</li> <li>• Keep customers informed of progress and seek feedback to ensure their needs are met</li> <li>• Show respect, courtesy and fairness when interacting with customers</li> </ul>
<b>Results</b> Demonstrate Accountability	Foundational	<ul style="list-style-type: none"> <li>• Take responsibility for own actions</li> <li>• Be aware of delegations and act within authority levels</li> <li>• Be aware of team goals and their impact on work tasks</li> <li>• Follow safe work practices and take reasonable care of own and others health and safety</li> <li>• Escalate issues when these are identified</li> </ul>
<b>Business Enablers</b> Finance	Intermediate	<ul style="list-style-type: none"> <li>• Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending</li> <li>• Take account of financial and budget implications, including value for money in planning decisions</li> <li>• Present basic financial information to a target audience in an appropriate format</li> <li>• Understand financial audit, reporting and compliance obligations and the actions needed to satisfy them</li> <li>• Display an awareness of financial risk and exposure and solutions to address these</li> </ul>