

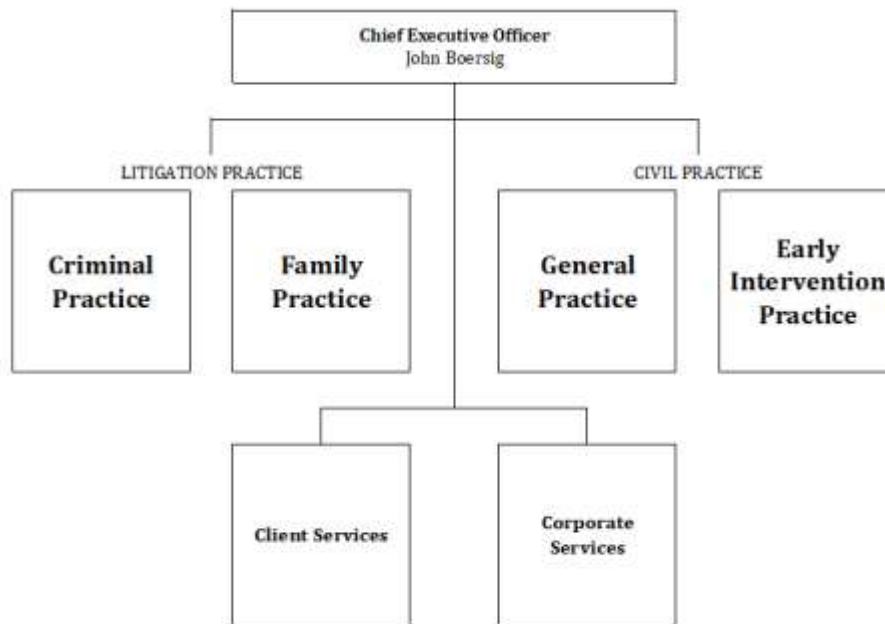
Position Title	Reporting Accountant
Classification	ASO5
Position No.	
Responsible to	Chief Financial Officer
Number of direct reports	Nil
Number of indirect reports	Nil

The Legal Aid Commission (ACT)

The Commission is 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 the Commission 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 Assistant Accountant primarily provides oversight of Legal Aid's accounting processes.

At different times, the Reporting 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.

Essential Duties and Responsibilities

Under general direction, the Reporting Accountant will:

- Represent Legal Aid in a professional manner by upholding the ACT Public Service Values
- Oversight of Legal Aid's accounting processes
- Prepare budgets for internal work areas within Legal Aid
- Assist with the external budget preparation for Legal Aid
- Prepare, build, coordinate and submit regular reports
- Analyse and present data
- Maintain financial contracts associated with Legal Aid, including preparing acquittals against the contract deliverables, data analysis, coordinating/preparing the required reports and liaising with stakeholders
- Prepare, in conjunction with the Financial Accountant and Chief Financial Officer, the financial statements for Legal Aid, including liaison with the Audit Office
- Prepare regular reports to be presented to Legal Aid's Board
- Contribute to specific project work from time to time including:
 - forward staffing and financial planning and recommend options under different scenarios
 - involvement in preparing Legal Aid's Annual Report
 - assisting in budget funding submissions
 - preparing submissions for new grant funding
 - maintaining and updating the financial IT system
- 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
- Comply with all Legal Aid ACT policies and procedures
- Perform other duties as directed, consistent with the classification level of the position and in line with competencies

Key Capabilities

Essential:

1. Demonstrated experience in, or the capacity to provide, oversight accounting services to a small agency
2. Ability to interpret and apply appropriate legislation.
3. Excellent knowledge and application of relevant accounting standards and principles
4. Excellent attention to detail and a proven ability to prepare accurate, timely and comprehensive reports
5. High level written and verbal communication skills, including the ability to clearly present data in an accurate and concise manner
6. Ability to assess priorities and manage competing deadlines both independently and as a member of a team
7. Initiative, sound judgment and the capacity to respond to requests for assistance in urgent matters while working in a team environment

Desirable:

1. Relevant qualifications in accounting or finance
2. CA/CPA qualification