

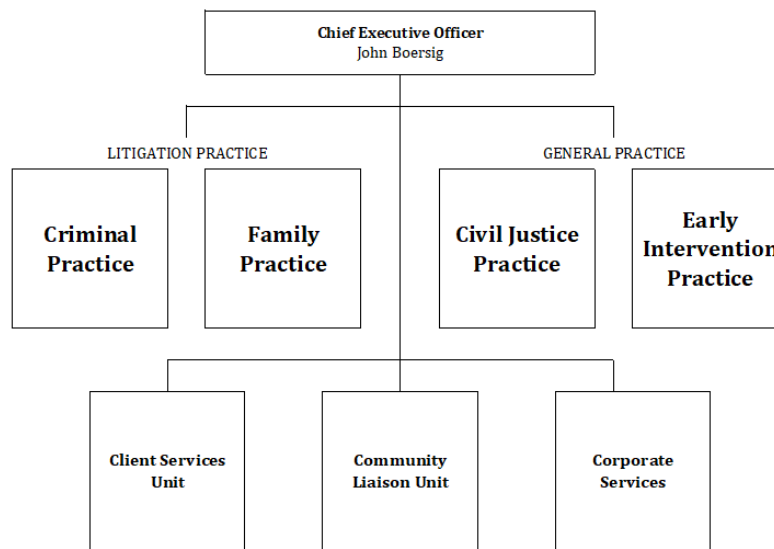
Position Title	Accountant and ICT Co-ordinator
Classification	ASO 5
Responsible to	Financial Accountant
Number of direct reports	Nil
Number of indirect reports	Nil

The Legal Aid Commission (ACT)

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



Corporate Services

Legal Aid’s Corporate Services section encompasses:

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

Position Dimension and Relationships

This position will assist in managing the accounting processes, including applying relevant Australian accounting standards and preparation of financial statements. The position works closely with the Financial Accountant on day-to-day accounting workload and coordinates with Legal Aid’s external ICT service provider to ensure smooth operation of core systems.

At different times, this position will also complete project work as directed by the Chief Financial Officer or the Chief Executive Officer relating to Legal Aid’s financial processes and ICT system coordination.

The incumbent will be expected to be self-motivated, have professional competence and independence, and maintain high integrity and ethical standards.

Position Overview

The role will include but is not limited to:

Financial Processing

- Interpret and apply the Australian Accounting Standards applicable to Legal Aid's accounts
- Extract data from Legal Aid systems; manipulate, analyse and report on relevant findings
- Prepare journal entries for month-end and year-end closing
- Prepare, analyse and report on Legal Aid's legal expenses

ICT Coordination

- Coordinate and oversee the day-to-day operation of Legal Aid's ICT environment, including support of core systems (Microsoft Dynamics and SharePoint)
- Act as the primary liaison point for staff ICT issues, escalating and coordinating with Legal Aid's IT service provider as required
- Assist with monitoring the ICT services contract to ensure value for money, performance against KPIs, and timely resolution of issue

Corporate Responsibilities

- Represent Legal Aid in a professional manner by upholding the ACT Public Service Values
- Contribute to continuous business process improvement and the development of policies and procedures
- 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
- Perform other duties as directed, consistent with the classification level of the position and in line with competencies

Position Requirements

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

- Accounting qualifications recognised in Australia
- Strong ability in, or the capacity to provide, an accounting service to a small agency
- Sound knowledge and application of relevant accounting standards, principles and legislation

Behavioural Capabilities

1. Strong attention to detail with a proven ability to analyse and manipulate data and prepare accurate, timely and comprehensive reports
2. Sound written and oral communication skills, including the ability to present financial scenarios in an accurate and concise manner
3. Good time management skills – the ability to prioritise workloads and requests within agreed standards and timelines
4. Ability to coordinate with external service providers and manage competing priorities across multiple functions

Desirable

- Ability to coordinate ICT operations in a resource-constrained environment
- Understanding of ICT contract management and service level agreement monitoring
- Familiarity with Microsoft Dynamics and SharePoint systems

