

## Position Description – Senior Systems Accountant

Updated 3 January 2025

| POSITION DETAILS    |  |
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| Portfolio           | Corporate Services                       |
| Organisational Unit | Finance and Procurement Services         |
| Supervisor (Title)  | Associate Director, Financial Accounting |
| Classification      | Higher Education Officer Level 9         |
| Employment Type     | Continuing, full-time                    |

| POSITION SUMMARY   |
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| <p>Under broad to generally unguided direction, the Senior Systems Accountant is responsible for high level technical and operational design, leading, planning, development, configuration, maintenance and support of key University finance systems.</p> <p>In managing these systems, the position is responsible for planning and overseeing improvements, developments, and maintenance related to accounting and financial processes, while ensuring continuous process enhancements and effective management of non-technical changes.</p> <p>In conjunction with the Associate Director, Financial Accounting, the position is also responsible for planning enhancements and upgrades to the system with the relevant functional owners and ensuring that appropriate compliance frameworks (including policies and procedures) are established and monitored.</p> <p>This role is focused on ensuring the integrity of financial data, compliance with accounting standards and regulatory requirements, and the effective use of the university's finance systems.</p> |

| UNIVERSITY EXPECTATIONS AND VALUES  |
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| <p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> <li>• demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred;</li> <li>• contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor;</li> <li>• promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;</li> <li>• perform their responsibilities in a manner which reflects and responds to continuous improvement; and</li> <li>• familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.</li> </ul> <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p> <p><i>Staff working in a health care setting are <u>strongly recommended</u> to be fully vaccinated against COVID-19 in line with the SA Health policy.</i></p> |

## KEY POSITION RESPONSIBILITIES

The Senior Systems Accountant will be accountable to the Associate Director, Financial Accounting for:

### Finance Systems Planning

- Liaising with the relevant functional owners, providing advice on improving the efficiency and effectiveness of University finance systems and contributing to the Division's operational planning processes.

### Managing changes and improvements to the University's Financial Systems:

- Taking responsibility for planning the improvement, development and maintenance of the finance systems, including monitoring continuous improvements and managing changes;
- Reviewing the processes for integrity of financial data entry in the systems;
- Liaising with the relevant functional owners, TechnologyOne and other service providers with respect to enhancement/upgrades;
- Managing configuration and testing of the Finance System as required; and
- Ensuring appropriate project documentation is developed and maintained.

### Maintaining the University's Financial Systems:

- Acting as a functional owner of University's Finance system, taking responsibility for planning and overseeing improvements, developments, and maintenance related to accounting and financial processes, while ensuring continuous process enhancements and effective management of non-technical changes.
- In conjunction with the Associate Director, Financial Accounting and IDS Security Team, ensuring access to Financial Systems maintains adequate segregation of duties;
- Supporting the Chart of Accounts maintenance including ledger and account rebuilds;
- Developing and implementing financial workflows, reports and dashboards;
- Assisting with the maintenance of risk management, disaster recovery and business continuity plans; and
- Participating in risk assessments of projects, process and system changes and technology solution tools.

### Operation the University's Financial Systems:

- Serving as the primary contact for finance system-related inquiries and issue resolution;
- Overseeing the finance systems month end, quarter end and year end procedures;
- Overseeing the provision of user access to finance systems in line with approved security model;
- Overseeing the provision of delegations to finance systems in line with approved delegation model;
- Supporting the finance system-related queries, troubleshooting and problem resolution; and
- Delivering training and support to system users, ensuring consistent application of finance policies and processes.

### Collaboration with IDS Division

- Building and maintaining a strong and critical working relationship with IDS division, specifically the Finance and People Success Platform team, to ensure seamless integration of finance systems and processes with the broader technology infrastructure;
- Maintaining a strong collaborative working relationship with the Finance and People Success Platform Lead to address system performance, plan upgrades and align technical capabilities with financial operational needs;
- Acting as a bridge between finance functional requirements and technical implementation, ensuring mutual understanding and effective solutions; and
- Overseeing and participating in the Finance Operational Working Group forum responsible for day-to-day operations and operational decision making, prioritisation and backlog management.

Stakeholder engagement and people management:

- Establishing strong and effective networks across the University and externally to ensure the key responsibilities and outcomes of this role are achieved. Identifying areas for improvement and partnering with stakeholders to improve efficiency and oversee implementation;
- Supporting the Internal and External Audit processes; and
- Leading a team to support internal and external auditors in performing control walkthroughs of automated controls and process control clarifications.

Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

#### KEY POSITION CAPABILITIES

- Relevant qualifications in IT/Accounting and relevant experience, or an equivalent combination of experience and/or education and/or training.
- Relevant professional qualifications, eg CPA, CA, CIA, CISA (or equivalent).
- Broad to extensive working knowledge and experience in managing financial systems in large organisations.
- High level written and oral communication skills including the ability to effectively communicate with people at all levels of an organisation and experience creating reports, briefings and process documents that are easy to understand and accessible to end users.
- Highly developed analytical and business process improvement skills.
- Demonstrated project and change management experience.
- Demonstrated experience in risk management, audit and governance.
- Demonstrated experience in the leadership and development and coaching of professional staff.
- Demonstrated commitment to a customer service culture.
- Experience using TechnologyOne Financial software (highly desirable).