

# Position Description



Position Title	<b>Accountant</b>
Position No	00071446
Delegation Level	006
Job Designation	Accountant
Organisational Unit	Financial Accounting Financial Control
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member/Tech Prof
Shiftworker	No
Classification (Range)	PT3 .1 - PT3 .3
Pay Scale Type	ASPT
Reports to Position	Manager Financial Accounting

## QUEENSLAND RAIL VALUES:

1 Queensland Rail - We do better together  
Treat others with respect - We appreciate everyone's contributions and differences  
Empower our people - We have confidence in our people  
Act Safely - We work safe, to go home safe  
Make a positive difference - We learn from today, to improve tomorrow

## Position Purpose

To work as a member of the centralised Financial Accounting team by maintaining transactional accounting entries; integrity of the general ledger; financial analysis and reports; and processes and procedures to support timely and accurate analysis and interpretation of financial results.

## Position Responsibilities

1. Receive, request, validate and process general ledger accounting transactions including cost allocations, transactions reallocations, accruals, prepayments, sales invoices and credit notes.
2. Review general ledger accounting transactions to ensure the integrity, accuracy and completeness of general ledger information.
3. Perform period end close tasks and processes in accordance with established procedures and timeframes ensuring general ledger close timetables are achieved or exceeded.
4. Assist team members to collectively achieve tasks and responsibilities, in a timely manner, which may include routine, ad hoc and general housekeeping tasks as requested.
5. Engage proactively and collaboratively with business areas to enhance and promote accurate and timely processing of general ledger transactions.
6. Prepare Balance Sheet account reconciliations in a timely and accurate manner ensuring all transactions are valid and have appropriate supporting information.
7. Assist with the maintenance and preparation of detailed work instructions and procedures to reflect all tasks and processes with the team.
8. Work effectively and collaboratively in a professional, customer and results oriented team.

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## **Additional Factors**

The appointee will be required to :-

- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;

## **What is the key selection criteria**

1. Substantial level of skill in working as a contributor in a dynamic, high performing team of professionals.
2. Substantial knowledge contemporary financial accounting concepts and accounting standards, especially with respect to transactional accounting, analysis, reporting and associated systems and processes.
3. Substantial knowledge of the financial compliance requirements as specified in the Finance Management System of the Governance and Management Framework.
4. Substantial level of skill in the timely and accurate production, analysis and presentation of financial reports and information to assist management decision making.
5. Substantial level of interpersonal and relationship management skills including consultation and negotiation as well as oral and written communication skills.
6. Substantial knowledge of core financial systems and processes with specific emphasis on ensuring efficient business processes, accurate and timely recording of accounting transactions and high data integrity.
7. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

## **Pre-employment Checks:**

Not Applicable

## **Pre-employment Qualifications:**

**What qualifications do I need to hold prior to applying for the position?:**

40009300 G\_Accounting/Econ/Bus Higher Education

## **Health, Safety and Environment Responsibilities**

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

## **Personal Protective Equipment needs:**

Refer to relevant business instructions.

## **Safety Publications**

Refer to relevant business instructions.

## **Please Note:**

Queensland Rail has a random alcohol and other drug testing program.  
Testing can occur anywhere, at any time, on any day.