

FINANCIAL ACCOUNTANT (GRADUATE)

POSITION:	Financial Accountant (Graduate)
BASIS OF EMPLOYMENT:	Full-time, Ongoing
REPORTS TO:	Finance Manager
DIRECT REPORTS:	N/A

ABOUT US

Steeped in history and hosting over 90 events for over 400,000 people each year, Kardinia Park is an icon of the Geelong region.

GMHBA Stadium is a true multipurpose venue that is utilised all year round. As well as being the home of the Geelong Cats, we host international music concerts such as the Foo Fighters, A-League Soccer, Big Bash Cricket, NRL, local football finals and community events such as the Movie Night and the Festival of Sport. As a Victorian Government statutory authority, the Kardinia Park Stadium Trust has an over-arching objective of contributing to the economic, community, and liveability benefits to Geelong, that arise from the use of the stadium. We work hand in hand with City of Greater Geelong Council, who manage the park land daily, and on major event days we take control of the precinct. The Geelong Football Club is our major tenant, and we have several tenants working out of Sports House.

Our Corporate Services team are the enablers of our business. Providing the platforms for efficient business operations and support in governance and compliance. Our people, being our greatest asset, think big and work hard to ensure we maximise the return on the State Government's investments. We do this through our values. Our people culture supports innovation and growth, celebrates success, and eliminates exclusion. We provide exceptional customer service, create strong partnerships, and attract exciting events to the stadium.

Be it entertainment, community or elite sport, work or play, we are the home of inclusive experiences and Australia's Best Regional Stadium.

OUR VALUES

Integrity:	Be authentic and have best intentions for the Trust.
Courage:	Be bold, be yourself and reach beyond boundaries.
Care:	Be genuine in your approach, show compassion and trust in all that you do.
Collaboration:	Seek diverse input to reach the common goal.
Accountability:	Own your process and stand by your outcome
Equity:	Learn and understand from each other and create opportunities.

OUR BENEFITS

Free and confidential Employee Assistance Program; Mental Health Program; Reward and Recognition Programs; Professional Development, Flexible Working Arrangements; Inclusion and Diversity; High Performing Organisation; Excellent Facilities in Central Location and much more.

Kardinia Park Stadium Trust is an equal opportunity employer, celebrating diversity and a commitment to creating an inclusive environment for all employees.

<https://www.kardiniapark.vic.gov.au/about-the-trust/careers/>

ABOUT THE ROLE

The role of the Graduate Financial Accountant will provide financial, accounting, budget support and research to the finance team. They will be a great team player, willing to learn and thriving in a fast-paced environment.

POSITION RESPONSIBILITIES

FINANCIALS

- Prepare the monthly financial and management reports for reporting by Finance Manager including reconciliations and general ledger maintenance
- Analysis of financial results providing meaningful explanations of variances to budget and forecast
- Participate in the annual external audit process, liaising with auditors when required.
- Maintain Fixed Asset register and run monthly depreciation process.
- Prepare various monthly, quarterly and annual taxation and compliance obligations including Business Activity Statements and Fringe Benefits Tax

BUSINESS SUPPORT

- Provide required assistance and support to operational teams on relevant matters (incl Event Reconciliations)
- Provide financial analysis support required by departments for procurement and various tender processes.
- Prepare any other ad hoc reporting requirements and participation in projects as requested
- Any other duties, as requested by the Finance Manager within the scope of the role
- Support the Finance Manager with drafting and reviewing finance related policies, procedures, and practices.

LEADERSHIP RESPONSIBILITIES

- Play a role in shaping the organisation's culture by being a supportive colleague and a confident emerging leader.
- Establish and maintain positive and effective professional relationships with colleagues, business partners, and key stakeholders.
- Demonstrate and promote the culture, values, and philosophy of the Trust at all times.

OHS RESPONSIBILITIES

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard, or illness immediately, where practical to their supervisor.
- Not place others at risk by any act or omission.
- Not willfully or recklessly interfere with safety equipment.

SUCCESS PROFILE

Our ideal candidate would be able to demonstrate the following criteria. There is no need for candidates to address each criterion.

QUALIFICATIONS, SKILLS, AND EXPERIENCE

- Bachelor's degree in commerce or accounting, or related field
- Previous experience using a mainstream accounting system would be an advantage.
- Intermediate Microsoft Office skills
- Strong attention to detail with high level verbal and written communication skills
- Good time management skills
- The ability to hold yourself accountable in a fast-paced environment
- Excellent organisational skills with ability to plan and prioritise
- Strong data entry skills
- Developed problem solving skills are preferred
- Interest & passion for the industry will be highly regarded
- Ability to demonstrate behavior consistent with the Trust's corporate values.

Special Requirements

- Working with Children Check
- Satisfactory Police Check
- Confirmed COVID-19 vaccination status

REPORTING RELATIONSHIPS

Functional Reporting:

- Reports to Finance Manager

LOCATION

This position will be based at Kardinia Park in Geelong, Victoria. Occasional work from home and or other locations may be required or allowed as per Trust policies. This role requires regular collaboration with others onsite.

OTHER RELEVANT INFORMATION

- The position will be subject to an annual performance appraisal;
- Appointment to the position is subject to a 6-month probationary period;
- The successful applicant will be required to provide evidence of their right to work in Australia e.g. tax file number, copy of Birth Certificate or Passport and Visa;
- A National Police Check will be required throughout your employment with the Trust;
- Due to the nature of the role and the industry, after-hours work including evenings and weekends will be required.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Immediate Manager:	Finance Manager
Position:	Financial Accountant (Graduate)
PD Approval Date:	

I have read and understood this position description and in signing this document agree that I am capable of fulfilling all of the requirements of the position described in this document, which forms part of my employment contract.

Additionally, I agree to notify KPST Management immediately of any change in my capacity to meet the inherent requirements outlined in this position description, such as changes in:

- Drivers license status (where applicable to role);
- Police Check status;
- Working with Children Check status;
- Capacity to fulfil inherent requirements of the role
- COVID-19 vaccination status



Employee Name:

Position Title: Financial Accountant

Signature:

Date Signed:

STATEMENTS

Privacy Statement

Making an application for this position requires that you consent to the collection, use, storage and destruction of personal information, including details of your referees. This information will assist us to select the best applicant for the vacant position. At all times during the recruitment and selection process, personal data will be treated in a highly confidential manner. Documents will only be available to members of the selection committee for the purposes of selecting the best person for the position. All unsuccessful applicants' documentation will be destroyed three (3) months after the end of the recruitment process. Please do not send originals of documentation with your application, as they will be destroyed. Successful applicant details become employment-related information and will be placed on the successful applicant's Personal File. The Kardinia Park Stadium Trust may release this personal information to third parties such as the superannuation providers, Victorian WorkCover and Centrelink for employment related purposes

COVID-19 Vaccination Records Collection Statement

Kardinia Park Stadium Trust is committed to the health, safety and wellbeing of employees. This includes complying with the Chief Health Officer's directions, including the Trust's requirements to collect, record and hold vaccination information about its employees. Successful applicants will be required to provide evidence of their COVID-19 vaccination status or medical exemption prior to commencing employment.

Child Safe Statement

Kardinia Park Stadium Trust is strongly committed to the safety and well-being of all children within our venue. We create and maintain a child safe environment. The welfare of children is a top priority, and we have zero tolerance for child abuse.

Pre-Employment Screening Statement

Please note successful applicants will be required to undertake a pre-employment screening. This includes but not limited to a national police check and working with children check. Kardinia Park Stadium Trust may withdraw an employment offer in the event of an unsatisfactory screening result.

Diversity and Inclusion Statement

Kardinia Park Stadium Trust is an equal opportunity employer and encourages individuals of diverse backgrounds including but not limited to those from Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse communities or applicants with a lived experience of disability to apply.

DISCLAIMER

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.