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| **POSITION DESCRIPTION** | C:\Users\vhoang\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\AppData\Local\Microsoft\Windows\INetCache\vhoang\Pictures\NEW MLA LOGO.PNG |

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| **Position Title**  | Senior Financial Accountant |
| **Career Level** | 5 |
| **Location** | North Sydney |
| **Position Type** | Full time |
| **Business Unit** | Corporate Services – Finance  |
| **Reports To** | Financial Controller |
| **No. of Direct Reports** | 0 |
| **Date:** | October 2024 |

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| **About MLA** |
| MLA works in partnership with the red meat industry and the Australian Government to deliver marketing, research and development products and services to cattle, sheep and goat producers, with the core purpose of fostering the prosperity of the Australian red meat industry.Our values: * customer centricity
* accountability through transparency
* outcomes that make a difference

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| **Position Purpose** |
| * Maintain all the MLA, ISC and MDC financial records
* Manage global payroll ensuring adherence to internal and statutory compliance
* Ensure compliance with applicable laws, internal policies and related tax obligations
* Continuous improvement of reporting, processes, procedures and systems. Goal will be to ensure finance and payroll procedures are compliant, efficient and current

Applications in use:* SAP
* Preceda (including Crystal reporting)
* Microsoft Office
* SharePoint
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| **Key Accountabilities** |
| * Manage the financial accounting, monthly close off and reporting process.
* Preparation of financial accounts at year end for external audit including preparation of draft statutory accounts.
* Ensure compliance, accuracy and delivery with all taxation requirements including lodgement of FBT and GST returns.
* Ensure completion of month reconciliations for all Balance Sheet accounts.
* Ensure management and operation of the treasury function complies with Treasury policies.
* Manage Preceda to ensure that Australian payroll is processed in an accurate and timely manner.
	+ Conducts variance reporting to ensure payroll is accurate.
	+ Ensures statutory compliance in relation to PAYG Tax, Workers Compensation, Superannuation and Payroll Tax.
* Manage PayAsia/Deel to ensure that overseas payroll is processed in an accurate and timely manner
* Review global payrolls for approval and release by Financial Controller in a timely and accurate manner that complies with all regulatory and reporting requirements.
* Manage Salary Packaging PLUS to ensure salary-packaging program is delivered. Coordinate onsite presentations to optimise uptake of available benefits
* Ensure monthly GL payroll reports are delivered to Finance team on time.
* Prepare and distribute Leave reports to MLT and Senior Managers. Work with managers to encourage staff to take leave to reduce the overall leave liability.
* Manage the MLA salary continuance insurance program and all active cases in conjunction with HR.
* Manage the MLA Superannuation Fund relationship with ANZ, as the MLA Superannuation Lead.
* Manage MLA’s Workers Compensation schemes, including preparation and submission of estimate and actual declaration of annual wages.
* Manage Tool of trade and Novated Leases including employee set up and payments. Coordinates MLA’s obligations relating to Tool of Trade vehicle driver infringement notices.
* MLA lead for expatriate taxation requirements supported by third party taxation specialists (currently Vialto) ensuring compliance for both MLA and the employee. Expatriate taxation support is delivered in accordance with agreed employment terms.
* Develops and continuously improves current business processes and procedures pertaining to Payroll.
* Provide support to HR on Payroll reporting requirements for Rem committee
* Manage the Payroll intranet pages on iShare.
* Undertake effective measures to ensure compliance with MLA’s policies and procedures in workplace health and safety as applicable to self, other Workers and all activities within area of responsibility and control. This includes, but is not limited to:
	+ Provide information, instruction, training and supervision to workers
	+ Undertake risk assessments, design and implement control measures to reduce risks
	+ Ensure application of appropriate risk control measures
	+ Ensure all hazards, incidents and near misses are reported
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| **Major Challenges and Complexities** |
| * High quality internal customer service delivered in a timely manner
* Payroll service delivered on time every month with a high level of accuracy
* All core business processes are efficient, properly documented and kept current
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| **Key Relationships** |
| **Internal** | Human Resources team , All MLA employees and managers |
| **External** | ATO, Superannuation companies, Insurance brokers, Ascender, PayAsia, SalaryPackagingPLUS, LeasePLUS, Custom Fleet, Dep’t Human Services and other third party providers, Government Agencies, Banking institutions, External Auditors, Insurers and Other Specialists |

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| **Other (i.e. travel required, on call)** |
| * Not required.
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| **Authority** |
| **What does the person have the authority to do?*** Liaise with Primary External Contacts on behalf of MLA

**What does the person need to seek approval for?*** Payroll related payments for approval and release
* Any activity which will incur a cost outside of delegated authority/budget
* Any change to team structure; a team members role/package; recruitment and dismissals
* Any change to agreed business processes and controls
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| **Qualifications / Skills / Experience** |
| * CA / CPA Qualified
* Bachelor degree majoring in Accounting (or equivalent)
* Minimum 8 years working experience in Finance and Accounting in a corporate environment
* Professional experience in financial accounting and staff management
* Competency in ERP systems and Microsoft Office Suite (SAP preferred)
* Excellent interpersonal and communication skills
* Ability to work in a team environment, manage team and self-deadlines
* FBT / GST experience
* Experience in producing and delivering statutory reporting including the preparation of the annual report
* High level of skill and knowledge in relation to Australian payroll practises, compliance and legislation (i.e. PAYG, FBT, Payroll Tax)
* Demonstrated experience in delivering continuous improvement of reporting, processes, procedures and systems.
* Experience using Preceda payroll system
* Strong lateral thinking and problem solving skills and ability to resolve complex issues
* Confidentiality, sensitivity and integrity across all aspects of the role
* Uncompromising attention to detail and thoroughness
* Qualifications in Payroll Management/Accounting desirable, but not essential
* Must satisfy credit and background check requirements
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