



Hydro Tasmania  
the renewable energy business

## Position Description:

<b>Role title, Grade, level</b>	Senior Accounting Officer – Band 3
<b>Incumbent</b>	Vacant
<b>Department/Line of Business</b>	Finance, Operations, Consulting
<b>Immediate Manager</b>	Senior Management Accountant
<b>Direct reports</b>	Nil
<b>Manager-one-removed</b>	Manager – Finance and Planning
<b>Role purpose</b>	<p>To assist the Finance team in developing their service capability by providing quality and timely advice and support on finance related matters.</p> <p>The Senior Accounting Officer is responsible for contributing to the day to day delivery of advice and support for HTC as well as undertaking specific financial modelling, risk management, and taxation management tasks as required. The role will also be responsible for the provision of quality financial analysis to senior management.</p>
<b>Organisation requirements</b>	<p><b>All positions within Hydro Tasmania will support the achievement of our vision. Dealing successfully with our colleagues, customers and the community requires all employees to act in accordance with the company’s stated values.</b></p> <p><b>You are required to comply with all relevant legislation, laws, regulations, standards, codes and Hydro Tasmania policies and procedures.</b></p> <p><b>While at work you must take reasonable care of your own health and safety and the health and safety of other people, including people working under your supervision or direction who may be affected by your acts or omissions at the workplace in accordance with current Tasmanian Workplace Health and Safety Legislation.</b></p>
<b>Role Accountabilities</b>	(feeds into KRAs in PDR process)
<b>People accountabilities</b>	



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**1. Ensure personal effectiveness in role and developing for future roles, including:**

- Ensure technical correctness, accuracy, quality, value and timeliness of work undertaken, and as required the work of others;
- Contributing to and monitor progress against personal Performance Plan objectives;
- Taking ownership and responsibility for own work priorities and for contributing to team objectives;
- Undertaking appropriate professional development opportunities; and
- Ensure the incorporation of continuous improvement for the work undertaken by self and others.
- Identifying opportunities to improve effectiveness in own role.

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**2. Demonstrate clear alliance to Hydro Tasmania values and principles:**

- Demonstrating decision making in alignment with Hydro Tasmania values; and
- Working in a manner that is consistent with EEO principles.

<b>Technical accountabilities</b>
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**3. Provide technical (discipline) support services to managers and employees, including:**

- Maintain technical knowledge and expertise in the Finance discipline, including management accounting and taxation;
- Impart technical knowledge and provide a high degree of technical guidance and support to less experienced or qualified personnel;
- Contribute to the preparation of bids, submissions and budgeting;
- Providing best practice Finance expertise for effective delivery of Finance support to Consulting managers and employees; and
- Communicate advice clearly and concisely and in a timely manner.

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**4. Knowledge of Taxation accounting and planning**

- Experience in taxation accounting, both personal and company related;
- Ability to structure taxation planning in relation to international offices.
- Preparation of tax working papers and inputs for statutory returns.

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**5. Financial modelling and Risk Management:**

- Have a sound understanding of the business environment as it relates to business requirements;
- Providing advice relating to the impact of the application of HT systems and processes within the budgeting and forecasting context; and
- Maintain and further develop the necessary skills to provide complex modelling solutions in support of strategic business decisions; and
- Provide scenario based risk analysis of a financial nature.

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**6. Undertake project related tasks:**

- Accountable for timely completion of own projects within budget and time constraints;
  - Ability to self manage and prioritise tasks and projects;
  - Ability to work unsupervised;
  - Act as understudy to the Senior Management Accountant in the
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completion of the Budget and Corporate Plan; and

- Take an active role in providing the financial support to Alliance projects.

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**7. Contributing to the effectiveness of the wider (discipline) function across Hydro Tasmania, including:**

- Leading and participating in broader Hydro Tasmania (discipline) development activities of the corporation;
- Developing and maintaining strong internal and external professional networks
- Developing and maintaining effective relationships with key stakeholders to Finance such as Group Managers, Team Managers and Senior Project Managers.

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**8. Demonstrate commitment to quality, including:**

- Assume responsibility for technical correctness and accuracy of work undertaken by self and other team members;
- Demonstrated continuous improvements by documenting and updating work procedures (as appropriate) to ensure that subsequent activities can be completed efficiently and effectively;
- Seek appropriate review and approval for completed work as per defined quality procedures.

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**9. Ensure compliance with Safety and Environmental Management systems, policies and procedures, including:**

- Actively contribute to improvements in safety culture and processes to ensure ongoing, practical improvements in safe work practices;
- Ensure that all work is carried out in accordance with environmental policies and procedures;
- Where appropriate, ensure that all environmental incidents and non compliances are reported, investigated and recommendations fully implemented; and
- Ensure that all work is carried out in accordance with OH&S policies and procedures.

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**Scheduling accountabilities**

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**10. Develop and manage own self against strategic, business and project plans, including:**

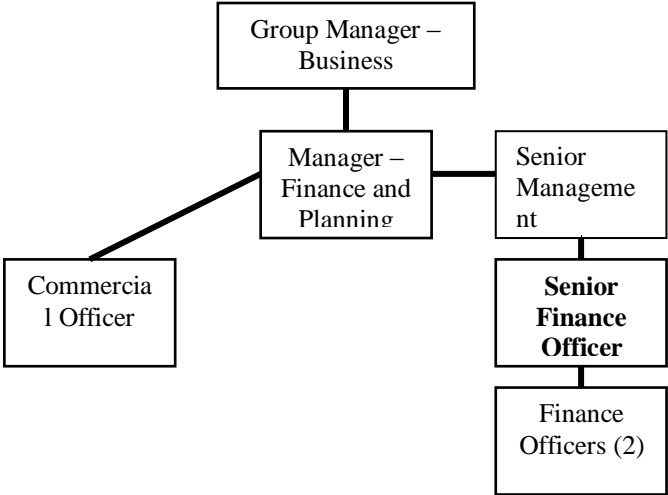
- Participating in the planning process and contribute to the identification of new work opportunities and the overall direction of the team;
- Monitoring progress of allocated responsibilities against plan;
- Taking corrective actions as required;
- Contribute to open, honest, professional communications within the team; and
- Support positive team spirit and cohesion as part of day to day work activities.

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**Delegations**

- Per Hydro Tasmania Delegations Manual for Level Of Work (LOW)
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**Organisational Chart**



**Role relationships** - (critical to the effectiveness of the role, high impact on role)

Internal	External
<ul style="list-style-type: none"> <li>• Manager Finance and Planning</li> <li>• Group Managers</li> <li>• Team Managers and team members</li> <li>• Corporate Finance Team (Head office)</li> <li>• Finance Team</li> <li>• IT and HR</li> <li>• National and International offices</li> </ul>	<ul style="list-style-type: none"> <li>• Clients</li> <li>• External service providers</li> </ul>

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**Selection Criteria**

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**Essential****Qualifications**

- Tertiary qualification in an Accounting discipline

**Experience**

- Experience in the preparation of financial statements
- Experience in general Management Accounting.
- Experience in Taxation Accounting

**Knowledge, skills and abilities**

- Capable of undertaking professional work with limited guidance and able to give authoritative advice gained through solid experience in the area of specialisation;
- High level communication skills, both written and verbal, and demonstrated ability to write concise technical reports, make presentations,
- Demonstrated experience in managing small to medium finance related projects.
- Analyses the cause of problems in a logical manner and produces logical solutions and the ability to develop and deliver a variety of options for the client/s;
- Ability to build business partnerships across the Group and within the business;
- Business acumen, client focus and the ability to deliver high value customer services;
- Ability to plan, schedule and manage priorities;
- Developing and maintaining a safe work environment;
- Ability to work with legislation and apply it to provide workable solutions;
- Takes responsibility and is accountable for own work;
- A high standard of computing skills utilising Microsoft Office software packages;
- Ability to work with limited guidance and able to give professional guidance and authoritative advice in the area of specialisation.

**Desirable****Qualifications**

- Undertaking tertiary qualifications in Finance or related discipline.
- Progress towards CA or CPA membership.

**Experience**

- Finance experience within the power or similar industry.

**Knowledge, skills and abilities**

Ability to influence business outcomes through personal power rather than positional power.

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