



## The Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR)

About CCAMLR:	The Commission for the Conservation of Antarctic Marine Living Resources (CCAMLR) was established by international convention in 1982. Based on the best available scientific information, the Commission determines measures and actions necessary to conserve and sustainably harvest marine living resources in the Antarctic.
Secretariat:	<p>The Secretariat is located in Hobart, Tasmania, Australia. The Secretariat supports the regular meetings and daily functions of the Commission and Scientific Committee.</p> <p><b>Vision:</b> Globally recognised as a best-practice model for the provision of technical, administrative, scientific and logistical support to an intergovernmental marine conservation and management organisation.</p> <p><b>Mission:</b> To provide support to the Commission in achieving the Convention's objective of conserving Antarctic marine living resources where conservation includes rational use.</p>
Citizen requirements:	Successful applicant must already have the right to work in Australia and be national of a country which is a <a href="#">Member</a> of CCAMLR

CCAMLR promotes equal opportunity, gender equality, cultural, linguistic and ethnic diversity in the workplace.

### Position details

Position title:	Accountant (General)
Position type:	General Services Grade 6
Position term:	Part-time 0.6-0.8 FTE initial 2-year contract with opportunity for permanent role.
Reports to:	Finance and Administration Manager
Position purpose:	Responsible for the managing and reporting of financial information for CCAMLR. The position will take responsibility for all financial transactions including payroll, budgets, management accounts, taxation matters and audited financial statements.
Key results:	The position will assist in the management of accurate quantitative information on CCAMLR's financial position and payroll and prepare financial statements whilst ensuring CCAMLR is compliant with its governance requirements.

### Delegated Authority

Level of autonomy:	The position will operate under broad, general guidance and will be expected to perform complex work activities with a high degree of autonomy.
Delegations:	<p>The Accountant will plan and organise results within their duties and areas of responsibilities; and will contribute to the workgroup as directed.</p> <p>The Accountant will coordinate and contribute to projects and other activities as directed by the Finance and Administration Manager.</p>
Representing CCAMLR:	The Accountant will have some responsibilities in representing CCAMLR – servicing queries from, and liaising with, Members as directed and dealing with queries from relevant other parties.

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## Responsibilities and duties

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Coordinate the maintenance of CCAMLR's accounts, including:

- General ledger and processing journals
- Coordination of accounts receivable and payable, and ensure debtors and creditors are kept within terms
- Bank and balance sheet reconciliations
- Complete activities required to close month- and year-end

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Investment of CCAMLR's cash reserves in accordance with the Financial Regulations

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Responsible for payroll and associated processes, including:

- Fortnightly payroll preparation
- Ensure correct application of pay scales, salary increments etc.
- Prepare monthly payroll and superannuation reconciliations

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Coordinate year-end payroll preparations, including:

- Reconciliation and preparation of PAYG payment summary
- Reconciliation of employee tax statements as provided by the ATO
- Tax claim preparation for the Department of Foreign Affairs and Trade (DFAT)

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Prepare year-end accounting reconciliations, including:

- Drafting Financial Statements in preparation for Audit
- Liaise with auditors and others as required

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Management accounting support, including:

- Budget process input and review
- Forecasts, budgets, variance analysis and reporting
- Ad-hoc cost modelling for scenario analysis

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International requirements:

- Prepare quarterly reporting to the Commission
- Assist with intersessional groups
- Assist with the preparation of papers and other reports
- Coordination of Member contribution invoices
- Coordination of fishery notification process, including invoices

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Administration of Special and other Funds

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Coordinate governance and administrative tasks:

- Apply appropriate Financial and Staff Regulations, policy and other governance documents
- Assist with review of policies as required
- IAS, GST reporting and other returns
- Research towards and implementation of CCAMLR's international organisation taxation exemptions
- Support process improvement projects

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Proficient use of NetSuite, CCAMLR's ERP system

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Other duties as delegated by the Finance and Administration Manager

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## Selection Criteria

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### Academic and other qualifications

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Essential: Possession of a relevant tertiary qualification such as Bachelor's degree in accounting

Desirable: Professional membership of an accounting body (CA, CPA, IPA or equivalent)

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### Work experience and skills

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Essential: Minimum five years of relevant experience

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	Intermediate experience with large databases and/or ERP systems
	Payroll experience
	Sound knowledge of IFRS/AASB
	General knowledge of, and experience in, financial statement preparation and audit
	Experience in forecasting and budgeting
Desirable:	Experience in small to medium companies
	International organisation experience
	An interest in interpretation of and application of non-standard taxation regulations
<b>Technical/functional skills</b>	
Essential:	Excellent time management skills
	Meticulous attention to detail
	Intermediate/advanced MS Office skills including Excel
	Strong analytical and numerical skills
	Strong communication skills
	Ability to establish and meet deadlines
<b>Other qualities or behaviours</b>	
	Support the broad mission and goals of the Secretariat
	Ability to work in a multi-cultural, multi-skilled environment
	A high level of ability to interact with management and staff
	Excellent written and verbal communication skills
	Results focus
	Strong teamwork skills
	Effective at building good working relationships
	Enjoy a hands-on role
<b>Relationships</b>	
	Position will work closely with the Finance and Administration Manager with ongoing support and supervision and will be a member of the CCAMLR Finance and Administration team.
	Position will provide key support to the Finance and Administration team during the Commission's annual meetings in October
	Position will work with external stakeholders as required
<b>Other information</b>	
	All members of staff must adhere to CCAMLR's Staff Regulations and all other policies and procedures
	Flexibility of working hours is required during CCAMLR's annual meeting cycle
	All applications will be treated in the strictest confidence
	The successful candidate will need to obtain a National Police check
	The successful candidate will be required to undergo a medical clearance
<b>Salary, benefits and other working conditions</b>	
Salary:	A generous salary will be offered
Relocation expenses:	There is no relocation allowance for this position
	This is not offered as a remote position
Other benefits:	Provided according to CCAMLR Staff Regulations

Hours of work:	Negotiable hours from 45 to 60 hours per fortnight
Location:	Hobart, Tasmania, Australia
Probation:	Three months
Performance review period:	Every six months