



Position Description

Financial Accountant

Department	Operations
Manager	Financial Controller
Position Summary	As part of the ICC T20 World Cup 2020 Local Organising Committee, the Financial Accountant supports the Financial Controller to ensure T20 World Cup meets its financial and audit obligations.

Key Responsibilities

Financial Management

- Support the Financial Controller to implement, periodically test and update internal control systems and financial policies and procedures to ensure integrity of accounting data and information and minimise exposure to financial fraud
- Work closely with the Accounts Officer to ensure all suppliers and staff are paid correctly by the due date and funding payments due from stakeholders are correctly invoiced and received by the due date
- Timely preparation of finance reports for review by the Financial Controller for management, the Finance and Audit Committee, Board, ICC and other stakeholders as required, including ensuring all balance sheet items are reconciled and reconciling items cleared on a monthly basis
- Work with the Financial Controller to manage cash flow and all banking arrangements
- Ensure the business meets its external compliance obligations for the timely and accurate payment of taxes, superannuation and other obligations including preparation of BAS returns
- Prepare financial statements for review by the Financial Controller for each financial year compliant with accounting standards and liaise with the auditors to ensure audit compliance and an unqualified audit report by the due date

Budget Management

- Assist the Financial Controller to provide accurate and timely reporting to ensure the business has clear, up to date information on budget position and forecast outturn, including latest position on risks and opportunities and clear separation between Host and Event budget and Men's and Women's competition financial position

- Financial modelling of budget lines as required to support General Managers and the procurement process, continuously updated to ensure accuracy of financial information and budget forecasts
- Support the Financial Controller with commercial analysis and advice to support the procurement process
- Track commercial revenue and reconcile against supplier reports as required
- Assist the Financial Controller to implement internal audit and/or cost validation processes with the relevant GM's to ensure the accuracy of revenue and supplier invoices as required
- Provide variance analysis against budget including travel budgets ensuring related costs are compliant with policies

Other

- Responsibility for monitoring accuracy of the finance systems including preparation of journals and liaising with Cricket Australia system accountants around identified maintenance issues

Key Stakeholders

Internal

- Financial Controller
- Chief Operating Officer
- Senior Management Team
- T20 World Cup Personnel
- ICC
- Australian Cricket, comprising Cricket Australia, State & Territory Cricket Associations and W/BBL Clubs

External

- ATO, ICC T20 World Cup bankers, insurers, auditors
- ICC T20 World Cup suppliers and debtors

Governance

It is your duty to comply with the T20 World Cup's policies and procedures which set out governance standards and manage risks for our organisations. You are responsible for being aware of and complying with the policies and procedures.

Duties under Workplace Health and Safety Requirements

It's your duty to comply with T20 World Cup's policies and procedures which are designed to protect your health and safety at work. As part of this duty, you must comply with all reasonable instructions from managers or WHS representatives in relation to health and safety issues at work. This means participating in workplace health and safety training and consultation, cooperating with T20 World Cup procedures as required to ensure compliance with the law and reporting any incidents/near misses.



Child Protection

It is your duty to comply with Australian Cricket's Looking After Our Kids for Australian Cricket Personnel and Australian Cricket's Commitment Statement to Safeguarding Children and Young People, designed to ensure the safeguarding of children and young people involved in the sport of cricket. As part of your duty, you must recognise that children and young people require special care and attention in order to feel safe and you will be committed to protecting and prioritising the safety of children and young people involved in the T20 World Cup programs and services.

Key Position Requirements

Qualifications

- Chartered Accountant or equivalent

Essential

- 5 + years finance experience with proven ownership of day to day financial operations (including internal control systems)
- Meticulous attention to detail
- High level of competence using Accounting systems
- Experience preparing year-end Financial statements and all tax returns
- Excellent written and verbal communication skills
- Proven experience dealing with company auditors and maintaining accurate records to satisfy all requirements

Highly Desirable

- Audit experience
- Advanced excel
- Experience using Microsoft AX, Basware, Concur and Cognos
- Able to partner with internal stakeholders to provide sound financial advice
- Budget modelling and variance analysis skills

Acknowledgement

The list of key responsibilities and key results areas herein are not intended to be all inclusive and may include additional responsibilities as required and assigned.

