



Position Description – Senior Financial Accountant

Position Details

Position Title:	Senior Financial Accountant
Portfolio:	Global Development Portfolio
School/Group:	RMIT Europe
Campus Location:	Based at RMIT Europe (Barcelona, Spain)
Classification:	HEW 6
Gross Salary:	32,000 - 36,000 euros per annum
Employment Type:	Fixed-term
Time Fraction:	FTE 1.0

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

Global Development Portfolio

The Global Development Portfolio is responsible for making RMIT genuinely global in operations and outlook.

Under the leadership of the Deputy Vice-Chancellor (Global Development) and Vice President, the portfolio:

- leads and coordinates RMIT's global education partnerships
- identifies, reviews and harnesses opportunities to further enhance RMIT's global model
- manages global mobility opportunities for RMIT students.

In addition, it connects and coordinates RMIT's presences throughout the world including RMIT entities in Australia, Vietnam and Europe (Spain) and representative offices in other countries.

The Global Development Portfolio is comprised: Global Development and Performance, RMIT Europe and RMIT Vietnam.

RMIT Europe

RMIT Europe, is a creative and dynamic hub of RMIT university based in the heart of Barcelona. It is a centre that is successfully extending RMIT University's international engagement in Europe and strategically growing the university's collaborative research and education activity in Europe. RMIT Europe is led by the Executive Director on behalf of the RMIT Europe Board. It facilitates RMIT's collaboration in the development of innovative pan-European projects attracting global knowledge from Europe, Australia and Asia to deliver local impact.

The objectives for RMIT Europe are to:

- Act as a gateway between Europe and Australia and make an impact in the region through research and innovation and life-long learning
- Strengthen RMIT's reputation and profile in Europe and globally
- Increase capacity and capability, with a focus on high impact European partnerships leveraging funding from the European Commission and other national and international sources
- Develop collaborative opportunities for education with European partners
- Facilitate international experiences for RMIT staff and students with European partners and grow opportunities for global work integrated learning for RMIT students
- Leverage and grow industry partnerships to support the quality and relevance of our education and to ensure the impact of our research

For more information, visit: <https://www.rmit.eu/> and click here for a list of current research projects.

Position Summary

The Senior Financial Accountant will be responsible for providing effective support to the Senior Finance Manager to facilitate/supervise the delivery of financial services including the preparation of journal entries, month end adjustments, accruals, budgeting, controlling, reporting, Tax and compliance as well as supporting and supervising Accounts payables/receivables and supplier management. He/she will also contribute to process and systems improvement, preparation of Taxes, preparation of the Annual Accounts, Corporate income Tax calculations, Financial Audits, financial reporting, budgeting, forecasting and payroll controlling. The incumbent will also participate in the monitoring of the financials of the EU funded projects, EU Audits and Reporting to the EU portals.

Reporting Line

Reports to: Senior Manager Finance and Operations

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Calculation and preparation of journal entries month end accruals, cost accounting control, month end adjustments, revenue recognition and cash postings and reconciliations.
- Supervise and control the processes for Suppliers management, Accounts payable and receivables, Bank reconciliations, Expense reports, Credit card expense, input and maintenance of data.
- Compliance with local government reporting requirements and taxes with the assistance of external consultants.
- Reconciliation of Balance Sheet accounts.
- Prepare reports for Profit and Loss, Cash Flow, Balance Sheet.
- Participate in the Budgeting process as well as the
- Coordination of internal and external audits.
- Collaborate with the Group Finance department in Australia for transactional intercompany operations, internal reporting and accounting consolidation, as well as with other departments, such as IT and Assets management.
- Financial management of EU-funded research projects including financial monitoring, audit and reporting.
- Other duties within the scope of the Senior Manager Finance and Operations.

Key Selection Criteria

1. Significant experience in financial and tax management, accounting including statutory in an International group.
2. Proven high level of numeracy and analytical skills combined with a strong in-depth technical knowledge of Spanish accounting standard and practices.
3. Demonstrated integrity, honesty and ability to maintain confidentiality.
4. Sound interpersonal, customer service skills with a demonstrated ability to liaise with a wide range of internal and external stakeholders.
5. Excellent communication skills both in Spanish and English.
6. Proven ability to work cooperatively and collaboratively as part of team, and autonomously.
7. Significant ability to understand complex issues and resolve problems through logically applied solutions.
8. Advanced computer skills, including accounting spread sheet database and word processing programs.

Qualifications

- Bachelor's degree in a relevant discipline and 3 to 5 years of experience in a financial role.
- Advanced excel skills
- Excellent written and oral English skills
- Excellent analytical and problem solving skills
- Eligible to legally work in Spain

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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