

## TRANSPORT HERITAGE NSW LTD

ABN 25 000 570 463

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### Position Description

<b>Position:</b>	<b>THNSW Company Accountant</b>
<b>Group:</b>	Finance & Corporate Resources
<b>Location:</b>	Thirlmere and Sydney
<b>Date:</b>	April 2024

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#### Primary Purpose

THNSW Company Accountant role is a multi-faceted finance role that oversees all of THNSW's key finance functions and activities.

THNSW's Company Accountant is primarily responsible for ensuring:

- the successful delivery of THNSW's day-to-day corporate and financial accounting activities including accounts payable, accounts receivable, payroll, period-end processing, cashflow management, analysis and reporting, and
- that THNSW's financial reporting and records comply with all applicable financial regulations, laws and THNSW's own policies and procedures, culminating each year in successfully achieving THNSW's externally audited financial statements and annual financial reporting.

Reporting directly to and supporting the Head of Finance & Corporate Resources, this role is a key member of a small, dynamic and focused Finance Team that supports all areas and levels of THNSW's organisation.

This is a highly detailed, time-sensitive, 'hands-in' and 'hands-on' role, working closely and predominantly in a small team, and in an environment where the highest accuracy and quality standards and excellent customer service are essential.

Key to the success of this role will be the ability to work flexibly, both independently and as part of a small team, set and achieve strict deadlines, along with an exceptional attention to detail, demonstrated problem-solving skills, plus the ability to supervise and support others. Expert understanding of best financial practices and accounting processes, strong interpersonal and communication skills are essential, along with exemplary ethical behaviour and a strong 'safety first but can do' attitude.

#### Organisational Environment

Transport Heritage NSW Ltd (THNSW) is a not-for-profit, registered charity, member and volunteer-based company limited by guarantee, principally funded by the NSW Government.

THNSW is committed to delivering and continuously improving heritage transport experiences, events, attractions and asset management across NSW, proudly fostering our specialty in collecting, preserving and presenting rail transport heritage.

THNSW operates the NSW Rail Museum at Thirlmere and the Valley Heights Locomotive Depot Heritage Museum in the Blue Mountains, as well as offering heritage passenger rail experiences on its Thirlmere Heritage Railway (Loop Line) as part of the NSW Rail Museum, as well as throughout NSW and Australia.

THNSW requires adaptable, resourceful and flexible staff with a desire to be part of this growing, dynamic and customer-focused organisation. THNSW has a core team of paid staff, supplemented with active volunteers, along with its passionate membership bases. Our blended paid and volunteer workforce working collaboratively and focused on delivering THNSW's operations and activities will be key to THNSW's success as we pursue our vision of bringing transport heritage to life!

#### Key Responsibilities

The Company Accountant will contribute to THNSW's overall success through its key achievements including:

- Managing all aspects of THNSW's day-to-day accounts receivable, accounts payable, payroll (including superannuation), banking transactions and activities, ensuring compliance with all applicable legislative, contractual, and/or THNSW's own policies and procedural requirements.
- Ensuring all financial transactions are correct and accurately recorded, company accounts are accurately reconciled, preparing accurate and timely profit and loss statements, balance sheets and other financial management reports, providing analysis and making recommendations.
- Monitoring funding, incomes and expenses, managing company cash flow and bank balances.
- Ensuring all tax records, including exemptions, activity statements, payments, are correct and up to date.
- Maintaining and updating THNSW's fixed asset records and register; maintaining and updating THNSW registration records (including ACNC/ASIC); maintaining and updating other THNSW records (internal and external) and registrations as required.
- Preparing THNSW's annual financial statements in accordance with the requirements of the Australian Charities and Not-for-profits Commission (ACNC), Australian Accounting Standards for not-for-profit companies and THNSW's accounting policies for external auditing.
- Keeping up-to-date with all applicable regulations, standards, guidelines and best practices, making recommendations as to those applicable and/or relevant to THNSW, maintaining THNSW's financial policies and procedures documentation accordingly and ensuring appropriate internal controls systems are in place, effective and properly documented.
- System administration and expert use of THNSW's accounting software system, as well as corporate and financial accounting subject matter expertise and technical guidance, and able to on-job train, support and coach Finance Team Members to ensure their continued development and growth.
- Supporting the Head of Finance & Corporate Resources to deliver effective outcomes with respect to THNSW's various other reporting, financial risk management, insurances, procurement, annual business planning and budgeting, funding and other finance-related activities.

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- Building and maintaining highly professional and productive working relationships and partnerships across a diverse range of internal and external stakeholders to ensure THNSW's deliverables are met or exceeded.
- Ensuring own understanding of THNSW, its vision, mission and objectives, and how the Company Accountant role and its responsibilities contributes to THNSW's success.
- Complying with THNSW's Safety Management System (SMS), all other THNSW Policies and Procedures, and applicable legislation and regulations to ensure a safe, healthy and supportive work environment.
- Successfully undertaking appropriate training to maintain own qualifications, professional memberships, etc., to be successful in the THNSW Company Accountant role.
- Projects and other reasonable duties as required.

## **Key Role Dimensions**

The Company Accountant will report to the Head of Finance & Corporate Resources.

The Company Accountant will supervise and support on a day-to-day basis a small team of two (2) Finance Officers who are based at the NSW Rail Museum at Thirlmere.

This role will also need to work closely with other THNSW personnel, including from the following areas:

- Engagement
- Heritage & Collections
- Rail Operations
- Operational Fleet Maintenance
- Safety, Environment & Quality
- within Finance & Corporate Resources
- Other THNSW Divisions such as Valley Heights

This role also supports the Head of Finance & Corporate Resources in providing reporting and other activities in relation to the THNSW Board and the Finance, Risk & Audit Subcommittee (FR&AC).

The Company Account role can be based primarily at either the NSW Rail Museum at Thirlmere or at THNSW's Sydney Head Office location. If based in Sydney, then regular travel to the NSW Rail Museum at Thirlmere will be required. There is also opportunity for some hybrid working.

This role is based primarily in a standard office environment, however understanding and supporting THNSW's activities will also require visits to non-standard workplaces from time-to-time.

The Company Accountant role is predominantly a Monday to Friday role, however, will require flexibility and working on weekends, early starts and late finishes from time to time, subject to events and activities.

## Key Accountabilities

1. **Safety** – lead, promote and adhere to THNSW's approach to safety and environment and ensure activities comply with the requirements, responsibilities, authorities and accountabilities within the Safety Management System (SMS).
2. **Ethics and Probity** – understand ethical behaviour and business practices, ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with THNSW's core values of integrity, trust, service and accountability, and the THNSW Code of Conduct.
3. **Teamwork** – work cooperatively and collaboratively with others, respecting diversity and differences, to set goals, resolve problems and build THNSW's capabilities and effectiveness; be able to work both autonomously or in any team role; model positive leadership and teamwork.
4. **Relationship Building** – establish and maintain strong positive working relationships with others, both internally and externally, to achieve the goals of THNSW. Facilitate the building of strong positive working relationships between others.
5. **Customer Service** – anticipate, understand and respond to the needs of internal and external customers to meet or exceed their expectations within the organisation's parameters; work closely with other Business Areas to understand support activities required to successfully deliver THNSW's activities.
6. **Learning & Development** – actively engage in learning and self-development; support the development of skills, capabilities and competencies of other volunteers and staff to assist with THNSW's operations and build the organisations capabilities.
7. **Creativity, Innovation & Improvement** – actively look for ways to identify and develop new and unique ways to improve THNSW's processes, systems, operations and customer service delivery practices, and contribute to THNSW's efficiency and effectiveness as a professional organisation.

## Selection Criteria

The following selection criteria are mandatory:

1. At least five years of relevant experience in a similar role (such as working as a corporate accountant); relevant tertiary qualifications (such as a Master's degree in accounting or equivalent, or a Bachelor's degree in accounting, financial management, or similar); plus relevant professional body membership as a Certified Practising Account or higher (such as CPA Australia).
2. Excellent understanding of best financial practices, accounting processes, and financial management requirements; coupled with an understanding of how to apply them pragmatically in a medium-sized not-for-profit and/or company limited by guarantee.
3. Excellent problem-solving skills, highly organised, proven ability to prioritise tasks and workload and set and manage to competing deadlines, working in a high-pressure environment without compromising attention to detail, accuracy or quality of deliverables.
4. Strong interpersonal and communication skills, particularly written communication skills, and the ability to collaborate with others to achieve high-quality outcomes.
5. Excellent mathematical skills and data analysis skills, and the ability to synthesize large quantities of data, identify trends, develop data-driven and risk-based response options and recommendations, and summarise key points in easy-to-understand terms for non-finance managers.
6. Exemplary ethical behaviour including confidentiality and prudence.
7. Administrator and/or expert-user proficiency in accounting software, ideally MYOB; advanced proficiency in MS Excel; sound proficiency across other Microsoft suite programs including Word, Outlook and

Teams; ability to self-learn new systems quickly (such as point of sale systems to reconcile transactions and asset management systems).

8. Must hold and continue to hold a current motor vehicle Driver's Licence; and have the ability to successfully complete any Police or other required checks relevant to THNSW's operating context with volunteers, youth, children and the public.

The following selection criteria are not essential, however highly desirable and would be an advantage:

1. Financial auditing or other auditing experience.
2. Experience in working in a not-for-profit or registered charity organisation or a small- to medium-sized company limited by guarantee.
3. Experience or awareness of the requirements of working in, and an enthusiasm for, heritage, museums and galleries, cultural tourism, regional attraction management sectors, not-for-profit organisation environments.