

Position Description

Position Title	Project Accountant	Reporting to	Manager FP&A, Operating
Business Unit	Finance and Risk	Direct reports	N/A
Classification	Level D	Date	June 2023

Our Organisation

The Royal Australian College of General Practitioners (RACGP) is the voice of General Practitioners (GPs) in our growing cities and throughout rural and remote Australia. For more than 60 years, we've supported the backbone of Australia's health system by setting the standards for education and practice and advocating for better health and wellbeing for all Australians.

We cultivate a stronger profession by helping the GPs of today and tomorrow continue their professional development throughout their careers, from medical students and GPs in training to experienced GPs. We develop resources and guidelines to support GPs in providing their patients with world-class healthcare and help with the unique issues that affect their practices. We're a point of connection for GPs serving communities in every corner of the country.

Australia's GPs see more than two million patients each week, and support Australians through every stage of life. The scope of general practice is unmatched among medical professionals, so the RACGP supports members to be involved in all areas of care, including aged care, mental health, preventative care and Aboriginal and Torres Strait Islander Health.

Patient-centred care is at the heart of every Australian general practice and at the heart of everything we do.

Our Values

RACGP Employees are expected to uphold our workplace values:



Progressive leadership Forward thinking and proactive leaders who lead by example and empower employees to create and drive innovation



Quality Honouring our Organisational Vision and Mission Statement by constantly striving for excellence in service delivery and advancement in the field



Ethics Committed to acting with morality, integrity and transparency in serving the best interests of all stakeholders



Professionalism Dedicated professionals who respect and collaborate with others and are fully accountable for their actions.

Your Team

The Finance & Risk Business Unit plays a critical role in ensuring RACGP team members are supported through extensive finance advisory, legal, procurement and risk management services that they require to deliver the College's functions including Education, Training, Faculty, Membership and Advocacy services.

The functions of Finance & Risk include:

- Statutory Accounting
- Financial Planning & Analysis
- Legal, Risk & Compliance Services
- Procurement Services

Your Role

Under the leadership of the Manager Financial Planning & Analysis – Operating, you will design and implement effective financial reporting and financial management processes for the RACGP's strategic projects and initiatives as well to provide effective financial reports and insights to the project sponsors and managers. These processes will support both project reporting and reporting for the corporate portfolio of projects and initiatives.

Key Responsibilities

- Identify reporting needs for effective financial management of projects and initiatives to meet the needs of project stakeholders and corporate finance.
- Develop, interpret, apply and communicate financial policies, guidelines and procedures to achieve effective financial management of projects and initiatives, to include application of capitalisation policies
- Provide financial support, guidance, information and advice to project managers and staff involved in the delivery of the organisation's projects and initiatives, and to the Portfolio and corporate finance teams.
- Undertake financial and accounting activities for projects including journals, forecasting, budgeting, capitalisation and reporting.
- Provide budgeting, cost centre manager reporting, analysis and advice to the Senior Portfolio Manager, Head of Business Transformation, Project Sponsors and corporate finance as required.
- Provide value added financial services, insights, analysis and support to project managers.
- Contribute to the development of a culture of strong financial management throughout the project life cycle.
- Work collaboratively with all corporate finance branches to continuously review and improve project financial and accounting processes.
- Comply with all relevant workplace policies and procedures.
- Other duties as required.

Qualifications and Experience

Essential

- A relevant accounting qualification such as CPA or CA
- Demonstrated experience in the business and financial operations of a comparable organisation, with experience in project accounting.
- Good project management skills and strong business acumen in supporting projects, eg. Business cases, modelling, NPV/ROI, benefits realisation.
- Ability to work independently and proactively look for solutions to problems

- Ability to prioritise work and to meet deadlines
- Conversant with the principles of the project management life cycle and the financial implications throughout.
- Demonstrated ability to deliver accurate and timely financial information in support of management decision making.
- Demonstrated ability to communicate financial information to people with a non-financial background. Sound communication skills, both verbal and written.
- Strong computer skills, including experience in the use of financial management systems and strong Excel skills

Highly Desirable

- Transformation project experience
- Project Management qualifications
- TechOne, Workday, Power BI experience

Your Relationships

Your role requires interaction with internal and external stakeholders including:

Internal:

- College Executive
- Finance Audit and Risk Management Committee members
- College senior leadership
- Senior Portfolio Manager and Project teams
- IT Department
- Head of Financial Control
- Finance team

External:

- External consultants
- Software support partners