

Position Description

Job title:	Senior Financial Accountant
Department:	Finance
Work type:	Full time
Reports To:	Chief Financial and Risk Officer
Position Reports:	Accounts Payable Officer (part-time)
Position Contact:	James Shady

About the organisation

.au Domain Administration (auDA) is the administrator of the .au domain name system (DNS), which is Australian critical infrastructure relied on by internet users in Australia and around the world. We are a not-for-profit endorsed by the Federal Government.

Our purpose is to administer a trusted .au domain for the benefit of all Australians and champion an open, free, secure and global internet.

We support the needs of Australian internet users by:

- Delivering a stable, secure and reliable .au DNS
- Implementing .au policy rules that are transparent, responsive and efficient
- Investing in the Australian internet ecosystem to improve the utility of the .au domain.

We also participate in global internet governance processes. Through our work, we strive to uphold the multi-stakeholder model of internet governance and the social and economic benefits that flow from it.

Further information about auDA is available at www.auda.org.au.

Our values

Leadership

We are committed to communicating openly, and adding value to our multistakeholder community, locally, regionally and globally.



Collaboration

We work together as one auDA in the service of Australian, regional and global internet users.

Accountability

We honour our commitments, are responsible for our decisions, actions and performance, and deliver excellence.

Curiosity

We seek to grow our knowledge, including of emerging practices, be adaptive and improve our understanding of our stakeholders and their viewpoints.

Role Purpose

The primary purpose of this role is to work under the supervision of the Chief Financial and Risk Officer to provide accurate and timely financial reports, financial advice, analysis and decision support to auDA. The Senior Financial Accountant will:

- a) be responsible for accounting data verification, account reconciliations, and variance analysis
- b) make recommendations in respect to efficiency and more effective work practice
- c) contribute to the continuous improvement of financial accounting systems, transactional processing, procedures, processes and policies as well as the development and maintenance of high-quality procedural documentation and standards.

The Senior Financial Accountant supports the CFRO with governance support. The Senior Financial Accountant may attend Board Committee meetings to provide financial insights or governance support, as required.

The role will contribute to the implementation of projects aimed at improving the quality and efficiency of financial reporting and the business generally. Projects may include adoption of Integrated Reporting, Carbon Accounting, continued improvement approval processes based on the Delegation Policy, maintenance of finance policies, and supporting the maintenance of auDA's risk management program and reporting.

The role will also actively contribute to the ongoing development of an organisational culture that embodies auDA's values and promotes a positive and safe environment for staff.



Key accountabilities

The primary responsibilities of the Senior Financial Accountant include:

Financial Reporting & Compliance

- Prepare month-end accounts and manage year-end close-off processes, ensuring integrity and accuracy of financial information.
- Prepare taxation lodgements including BAS, IAS, and FBT.
- Maintain the Statutory Compliance Checklist.
- Maintain accounting and monitor performance outcomes for auDA's investment portfolio.
- Liaise with investment advisors to clarify transactions and confirm month-end closing positions.
- Assist in the preparation of the year-end financial report by checking, recalculating, validating data and ensuring proper disclosures.
- Liaise with auDA's external audit firm and support internal audit projects.
- Complete the annual self-assessment of NFP status and submit to the ATO.

Financial Planning, Analysis & Strategic Support

- Assist the CFRO with financial planning and analysis.
- Support Executives and leadership team members in developing annual budgets aligned to operational plans and strategic priorities.
- Assist in preparing the annual financial budget.
- Contribute financial insights to support strategic decision-making and business case evaluations.
- Develop and maintain financial models for reconciliations, reporting, planning, and budget preparation.
- Participate in meetings relating to allocation of marketing funds to the organisation's retail channels.

Systems, Process Improvement & Automation

- Maintain the accuracy and functionality of the approval matrix in Approval Max.
- Own and optimise key financial systems and processes to enhance automation, compliance, and efficiency.
- Drive continuous improvements across all areas of financial responsibility.
- Ensure finance policies and procedures are kept up to date with relevant legislation and best practice.

Governance, Risk & Cross-Functional Projects

- Assist in the preparation and presentation of papers for the Board and Board Committees.



- Organise the annual Insurance Program renewal, identification of changes to insurable risks and ensuring coverage alignment, liaising with the appointed broker.
- Support the implementation of projects including Integrated Reporting and Carbon Accounting.
- Contribute to maintenance of finance policies, Delegation Policy, and risk management program and reporting.
- Manage data classification, security, and loss prevention in accordance with organisational policies.
- Provide governance support and attend Board Committee meetings as required.

Team & Operational Support

- Supervise the Accounts Payable Officer (part-time).
- Support end-to-end payroll processing, ensuring compliance, accuracy, and timeliness.
- Act as a key point of contact for other departments regarding financial and accounting matters.
- Assist in development and implementation of various finance projects.
- Support the CFRO and senior staff with projects and operational tasks as required.

Other responsibilities

Prepare management reports for auDA's charitable foundation and ensure timely payment of awarded grants. Support the Chief Financial and Risk Officer and senior staff with projects and tasks when required.

Key selection criteria

- Tertiary qualifications in finance and accounting.
- Membership of a recognised professional accounting body (ICAA/CPA).
- Proven ability to process records quickly and accurately, with an awareness of the policy and legal implications of the role.
- Hands-on experience in budgeting and financial monitoring and management.
- Demonstrated analytical and problem-solving capabilities, with a proactive approach to resolving complex financial and operational issues.
- Demonstrated capacity to operate across hybrid roles, flexibly supporting adjacent areas including compliance, governance, and operations.
- Demonstrated experience using MS Office, especially Excel, and Accounting Systems.



- Detail-oriented.
- Excellent communication skills, verbal and written.
- Ability to work both independently and as a member of a team.

Skills and Experience

- Demonstrated experience in finance administration and a working knowledge and demonstrated experience in accounting and finance systems and reconciliations of large volumes of data, financial performance reporting and risk management.
- Track record of applying judgement and initiative to identify financial or operational issues and implement sustainable solutions.
- Proven ability to set priorities and work within timeframes and deadlines.
- Demonstrated strong organisation, interpersonal and communication skills (both verbal and written).
- Strong focus on accuracy and attention to detail.

Important information

Background checks

A National Police Check, Right to Work and bankruptcy will be conducted as part of the recruitment process. An *AusCheck Critical Infrastructure Background Check* may also need to be conducted. Where applicable, international background checks may also be required.

Privacy collection information

.au Domain Administration Limited ACN 079 009 34 collects your personal information for the purpose of assessing and responding to your application. All personal information is collected in accordance with the *Privacy Act 1998* (Cth) and our [Privacy Policy](#).

We, or our third-party tools or platforms, may disclose some of your personal and sensitive information to our payroll, invoicing and data storage and records management services located overseas, including in the USA, United Kingdom, New Zealand, Singapore, Malaysia, Vietnam, and the Philippines. You agree to this disclosure and acknowledge that such recipients may use de-identified employee data for that recipient's commercial purposes. We will ensure that all arrangements with third party



tools or platforms or third-party service providers will contain appropriate controls (which may be contractual or operational) to protect your personal information.

If you have any questions or would like to access your personal information held by auDA, please contact us at privacy@auda.org.au.

Occupational Health and Safety

In the context of OHS policies, procedures, training and instruction, as detailed in Section 25 of the *Occupational Health and Safety Act 2004* (Vic), employees are responsible for ensuring they:

- Follow reasonable instruction
- Cooperate with their employer
- At all times, take reasonable care for the safety of themselves and others in the workplace.

Flexible working arrangements

We believe in supporting our employees in balancing their work and life commitments. All roles at auDA can be worked flexibly by mutual agreement. This underpins a diverse, adaptive and high-performing workforce. The nature and scope of flexible options available will depend on the nature of the position. Applicants are encouraged to discuss flexible arrangements with the hiring manager during the recruitment process.

Please note that the role may require you to work the hours which are reasonably necessary to fulfil the requirements of the position, or as required by auDA, including monitoring, reading and responding to business-related communications from auDA or customers outside of usual office hours, where reasonable. The remuneration for this role includes compensation for all hours you would be required to work, including reasonable availability out of hours

Last Updated

30 July 2025