

POSITION DESCRIPTION – PROJECT ACCOUNTANT

BACKGROUND	
Position Title	Project Accountant
Location	Ginninderry's Project Office
Position Type	Full Time (38hrs per week)
Hours of work	Between 8.30am and 5.00pm, Monday to Friday
Reports to (Manager)	Project Finance Director
Reports to you	Nil
Date Reviewed	February 2026

The primary responsibilities and duties of this position are to provide accounting support to the Ginninderry Project ('Project') including the preparation of management accounts, processing of accounts receivable and payable, assistance with budget preparation and cashflow modelling and providing general accounting and administration support to the Project as directed by the Project Finance Director.

QUALIFICATIONS & EXPERIENCE	
Qualifications	<ul style="list-style-type: none"> • Recognised tertiary qualifications in a business related discipline • Membership or progression toward membership of a professional body (eg. CPA Australia, CA ANZ) would be an advantage
Experience	<ul style="list-style-type: none"> • 3+ years' experience in a similar role • Proficiency in the use of the Microsoft Office Suite (including Word, Excel, Outlook and Teams) • Experience working with a mid to large sized accounting system • Experience working for a large property development or infrastructure project is desirable

SKILLS & CAPABILITIES	
Technical	<ul style="list-style-type: none"> • Proven experience preparing, analysing and presenting management accounts • Proven experience in undertaking cash flow modelling and in analysing and presenting outcomes • Proven ability to manage workload priorities, work to multiple deadlines and deliver high quality outputs under pressure • Demonstrated excellent oral and written communication skills to cohesively convey technical financial matters and to build and maintain effective stakeholder relationships
Behavioural	<ul style="list-style-type: none"> • Collaboration - Understands others; puts the team first; fosters team cohesion; recognises others; listens attentively; consults others; accepts others; shows courtesy; demonstrates empathy; encourages diversity. • Building Relationships - Builds rapport; creates a positive impression;

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	<p>adapts interpersonal style; maintains good working relationships; offers help; builds and maintains networks; develops cross-functional awareness; manages conflict.</p> <ul style="list-style-type: none"> ● Critical Thinking - Categorises information; analyses information; critically evaluates; makes rational judgements. ● Planning and Organising - Sets objectives; plans ahead; uses time efficiently; manages resources; maintains documentation. ● Adaptability - Adapts to change; copes with uncertainty; adapts to cultural differences. ● Initiative - Strives to achieve; takes action; focuses on self-development; works autonomously; thrives on competition.
STAKEHOLDERS	
Internal	<ul style="list-style-type: none"> ● Development Director ● Project Finance Director ● All other project team members
External	<ul style="list-style-type: none"> ● Suburban Land Agency ● Riverview Developments ● ACT Audit Office

RESPONSIBILITIES AND DUTIES	
Management Reporting	<ul style="list-style-type: none"> ● Preparation of monthly balance sheet reconciliations. ● Preparation of monthly management accounts. ● Monthly reforecasting of the budget.
Financial Reporting	<ul style="list-style-type: none"> ● Assistance with preparation and audit of the annual financial statements. ● Assistance with preparation of the monthly BAS. ● Assistance with preparing and updating the budget. ● Assistance with undertaking cashflow modelling for project initiatives and project sensitivities.
Accounts Payable / Accounts Receivable	<ul style="list-style-type: none"> ● Generation and processing of accounts receivable invoices as required. ● Weekly processing of accounts payable invoices. ● Monthly reconciliation and processing of credit card transactions. ● Generate, process and reconcile payments to be made to third parties including preparing twice monthly payment batches for approval by various parties and follow up on status of approvals.
Cash Management	<ul style="list-style-type: none"> ● Weekly and month end reconciliation of bank accounts. ● Assist with preparation of supporting schedules for the drawdown of funds from Finance Facilities and/or Equity Requests from the Participants.

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	<ul style="list-style-type: none"> • Process compliance bond refunds as required and maintain register of monies held. • Process and reconcile monies received relating to sales (holding deposits), exchanges (exchange deposits), settlements (settlement monies) and accounts receivables.
Project Administration	<ul style="list-style-type: none"> • Monthly calculation of the Development Management Fee (including intra month reconciliation). • Maintain the asset, document and insurance registers. • Assist with taking minutes for meetings when required. • Other ad-hoc tasks as required.

RIVERVIEW'S CORE VALUES	
Respect	<ul style="list-style-type: none"> • Be Dedicated to Relationships - We respect all people, their ideas, and cultures.
Integrity	<ul style="list-style-type: none"> • Be True to Our Word - Integrity is non-negotiable. We are authentic in all our dealings. We leave a positive impact through our actions and behaviours.
Innovation	<ul style="list-style-type: none"> • Be Challenging in our Approach - We strive to find the best solution. We think outside the box and dare to do things differently.
Collaboration	<ul style="list-style-type: none"> • Be Powerful Together & Move Forward as One - We leverage collective genius and grow and learn from each other. We work together to achieve more through our unified culture and knowledge.
Lasting Impact	<ul style="list-style-type: none"> • Leave Behind More than you Found - We are dedicated to making a difference not just for today but tomorrow. We aim to leave a positive legacy for the people who follow in our footsteps.

Manager's Signature: _____

Manager's Name: _____

Team Member's Signature: _____

Team Member's Name: _____

Date: _____