



POSITION DESCRIPTION

Position Title:	Assistant Financial Accountant
Level:	NAATI Band 3
Work Unit:	National Office – Canberra
Reporting to:	Senior Financial Accountant
Classification:	Permanent, Full Time

The Organisation:

NAATI is the registered business name of the National Accreditation Authority for Translators and Interpreters Ltd (ABN 42 008 596 996). Further details on the organisation and its business operations are available on the NAATI website at www.naati.com.au.

NAATI Values

NAATI's vision is for a connected community without language barriers, and our purpose is to credential practitioners who wish to work as translators and interpreters in Australia. We take our responsibilities seriously, and in doing so maximise people's ability to fully engage and participate in Australian society.

We are a values-based organisation. **Respect**, **Integrity**, and **Professionalism** not only define who we are, it underpins everything we do.

Respect – We treat everyone with dignity and respect.

Integrity – We are honest and trustworthy and lead by example.

Professionalism – We strive for excellence in everything we do.

Primary Outcomes for the Position:

This position provides end-to-end support to the Finance Team by performing administration, processing, financial accounting and reporting tasks and ensuring accurate and timely responses are provided to internal and external customers.

Key Responsibilities and duties:

1. Assist the Senior Financial Accountant and the Finance team in managing NAATI's finance systems.
2. Maintain accurate financial records and support compliance with reporting requirements.
3. Provide timely responses to internal and external finance enquiries in line with NAATI's Customer Service Charter.
4. Provide general finance support and contribute to continuous improvement initiatives.
5. Contribute positively to NAATI's workplace culture and teamwork.
6. Assist with other corporate services functions of NAATI as required.
7. Carry out such other related functions as directed by the Senior Financial Accountant.

Specific Duties:

- Conduct daily bank reconciliations to ensure completeness and accuracy of transactions.
- Review and process invoices ensuring accuracy, correct approvals, and coding.
- Oversee accounts payable and receivable processes, including monitoring outstanding items.
- Assist with month-end close activities and extracting month-end reports.
- Assist with BAS, month-end closure, year-end processes, including archival and preparation of audit schedules.
- Process refunds and maintain accurate records in NCMS (NAATI's CRM) and finance systems.
- Prepare and maintain reconciliations for travel accounts and corporate credit card transactions.
- Update and maintain the fixed asset register.
- Contribute to records management.
- Provide backup assistance for the national office team and perform other duties as requested by the Senior Financial Accountant.

Selection Criteria

Essential:

1. Tertiary qualifications in accounts/ finance area or working towards one.
2. Demonstrated high level planning, administration, and organisational skills.
3. Demonstrated high level of attention to detail and understanding of accounting standards and Australian accounting standards.
4. Well-developed oral and written communications skills, and interpersonal skills.
5. Ability to deliver high quality individual work performance and responsiveness to directions or situations, including conflict resolution and client responsiveness.
6. Experience with finance systems, MS Office applications, particularly the ability to work with databases.
7. Experience in a finance or accounting role.
8. Ability to work independently and in a team environment.
9. Ability to build and maintain positive relationships with colleagues, clients, and stakeholders.

Desirable:

1. Knowledge of NAATI business context and objectives
2. Experience with Business Central/Wiise
3. Exposure to month-end processes and/or financial reporting

Employment Conditions:

- Employment conditions are set out in the NAATI Enterprise Agreement 2024-2028
- Full time or part time as negotiated.

Approved by:

Chief Financial Officer – June 2026

Reviewed and updated June 2026