



POSITION DESCRIPTION

Our Values



Position title:	Principal Accountant
Position code:	1273
Name:	Vacant
Section:	Finance
Position reports to:	Manager Finance
Band and level:	3/3
Salary grade:	Grade 18
Staff management:	Yes
Budget responsibility:	Yes

Primary function of the role:

Reporting to the Manager Finance, the Principal Accountant is responsible for:

- Supervision of the financial services department and the overall processing of work within the section including Accounts Payable, Accountants Receivable and Payroll services.
- Ensuring all legislative and statutory requirements are met, including Financial Reports, Quarterly Budget Review Statement, and the Long-Term Financial Plan.
- Being a business partner to Directors and Program Managers, monitoring and review of financial benchmarks, and providing accurate and timely project and financial reporting data.
- Overseeing the preparation of the budget for the annual operational plan. Complete designated responsibilities in conjunction with the preparation, finalisation and monitoring of annual budget
- The role is also required to contribute to the ongoing process of enhancing Council's financial reporting systems.

This position is part of a multi-skilled team and is required to be flexible and agile. From time to time, this role may be required to support more than one department as the need arises and provide support across the organisation as directed.

Person Description

The right person for this role will:

- Be accepting of new ideas, embrace change and possess a willingness to drive organisational improvement.
- Be outcome focused.
- Be open minded in sharing information and knowledge freely.
- Be flexible and agile to work across different business areas.
- Have personal integrity and take responsibility.
- Have a genuine customer service focus.
- Have excellent leadership, time management and organisational skills.
- Embody Council's values.

The Principal Accountant:

- Has the skills, capability, and willingness to analyse problems, evaluate alternatives and focus on collaborative problem solving.
- Engages and consults by means of well-developed oral and written communication skills, with the capability to influence, listen to others, put forward ideas and encourage the views of others.
- Has the courage to speak up, challenge peers, and hold a mirror up to the business.
- Leads through example to achieve excellence through service delivery benchmarks and is committed to the implementation of continued improvement processes; and

Key responsibilities and performance goals:

	Responsibilities	Accountability
Work Health and Safety	Manage and monitor work health and safety responsibilities, to ensure compliance with the legislation and regulations that govern the operations within the Program area and assist others in the team to implement the relevant policies, procedures, and processes.	<ul style="list-style-type: none"> • An engaged workforce fostering a culture of safety and behaviour based on safety principles.
Best Practice and Benchmarking	Lead the team to achieve excellence through the establishment, management and monitoring of financial systems, processes, standards, and service delivery benchmarks.	<ul style="list-style-type: none"> • A skilled analyst that can provide monthly reporting, insights and scenarios for change using accurate data and forecasts. • Apply policy, procedures in a clear and collaborative manor. • Review practices and procedures with the view of identifying and recommending improvement plans to ensure expectations/legislation and guidelines are upheld.
Governance and Risk	Ensure risks to projects and financial service delivery to business units are identified and managed	<ul style="list-style-type: none"> • Financial risks are identified across Council programs and appropriate mitigation strategies are targeted. • When financial risks are identified discuss with the Manager Finance and the Director/Program Managers and propose strategies to mitigate.

Customer driven service delivery	Build and maintain relationships with key stakeholders and customers (internal and external).	<ul style="list-style-type: none"> • Customer service is delivered to the established benchmarks and timeframes. • Establish and maintain a service delivery strategy that is agreed with the Manager Finance and reported on monthly.
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Finance	Provide financial advice and assistance to Directors and Program Managers within timeframes and reporting standards.	<ul style="list-style-type: none"> • Monitor and report monthly in accordance with agreed benchmarks. • Financial planning & forecasting including development and update of the long-term plan and its integration with the resourcing strategy. • Proactively assist Directors and Program Managers in developing reporting skills and improving budget forecasts to minimise budget surprises. • Business Partner to Infrastructure Services
People	Coach, mentor, empower, develop, and lead a cohesive and high performing customer centred, results driven team.	<ul style="list-style-type: none"> • Demonstrate accountable and constructive behaviours in all interactions • Promote ways in which the team members can continue to learn and demonstrate 'blue' behaviours aligned to the Leadership Style Inventory Tool. • Lead the team to achieve excellence by establishing, maintaining, and monitoring performance requirements. • Ensure the team demonstrates cohesive teamwork, flexibility, openness, transparency, and ethical practice. • Foster an engaged and empowered workforce. Embrace continuous improvement principles to improve delivery of services to both internal and external customers. • Commitment to fostering and participating in a positive team environment. • Be flexible and adaptable to the changing needs of the team. • Participate and contribute. • Be available to take on other roles as required (e.g. in leave periods).

Innovation	Create a culture that inspires people to generate innovative solutions that optimise revenue to Lismore City Council.	<ul style="list-style-type: none"> • Utilisation of technology to: <ul style="list-style-type: none"> ○ Ensure single source of the truth ○ Replace own source financial models and forecasting tools with council best practice. • Network with peers and other industries to continue to generate business improvements.
Communication and Consultation	High level of written, verbal, and interpersonal communication skills that inspires confidence in your team and the audience you are communicating with.	<ul style="list-style-type: none"> • Provide clear concise information. • Provide tools for staff to support business development • Prepare detailed reports, proposal and submissions to the Senior Leadership team and Council as required. • Implement high level conflict resolution and negotiation skills. • Application of influencing skills to lead and encourage your team to embrace change, demonstrating accountable, affiliative, and constructive behaviours. • Support and provide advice for Corporate Governance, Risk Management, Strategic Procurement and Project Management where required.

Entry Level Qualifications:

Skills and Experience

Qualifications, certificates, and licences

- Relevant tertiary qualifications in accounting/commerce or business.
- Post graduate qualifications are desirable.
- Membership of an appropriate professional institute.
- Current Class C Driver's Licence.

Experience, skills, and knowledge

- Proven high degree of personal integrity, emotional intelligence, flexibility and comfort working with ambiguity while driving towards clarity and solutions.
- Sound understanding and practical application of statutory requirements of various Acts, regulations and guidelines relevant to the position.
- Proven track record in positively and successfully implementing change management processes in complex and sensitive circumstances.
- Demonstrated experience in conflict resolution and negotiations that require high level communication and planning to achieve successful outcomes.
- Sound business planning, organisational, financial, and high-level report writing and administrative skills.
- Demonstrated experience in the delivery of effective high-level customer service
- Demonstrated ability to work both independently and in a team fostering an environment based on teamwork and cooperation.
- Experience in managing workloads to comply with tight deadlines in a high-pressure work environment with a high volume of work.
- Demonstrated computer literacy in Microsoft suite of products, including Word, Power Point and Outlook.
- Advanced Excel skills
- Desirable experience in Council information management software (such as Authority, Content Manager and BIS).
- Desirable experience with large organisation ERP systems
- Demonstrated commitment to ethics, probity and transparency in decision making.
- Thorough understanding of and commitment to equal employment opportunity and work health and safety principles.