



Position Description

Team Leader/Supervisor/Coordinator

Position Title	Financial Accountant
Division	Corporate Performance
Section	Financial Services
Reports to	Financial Accounting Manager
Grade	14
Direct Reports	Finance Officer
Indirect Reports	Nil

Position purpose

Assist in meeting the financial reporting responsibilities of Council, including assistance with the preparation of the annual financial statements, assistance with the financial services budget responsibilities and completion of taxation returns. Administer Council's vehicle leasing. Provide support, reporting, and financial accounting advice to Council officers.

Team responsibilities

Review team and individual performance through the Employee Engagement Process

Drive system improvements within the team, to support the delivery of effective, high quality, targeted and best value services

Provide consistent and decisive leadership to the team

Develop, mentor, coach and empower staff to build a high -performance team culture

Apply organisational policies, procedures, and Values in day to day work

Manage and monitor key resources used by the team

Lead, support and coordinate day to day operational supervision of staff

Position specific responsibilities

- Assist in the preparation of the annual financial statements and other statutory financial reports, under the direction of the Financial Accounting Manager, including liaison and interaction with Council's external auditors.
- Assist in managing and reporting on the budget responsibilities for Financial Services in consultation with the Group Manager Financial Services.
- Provide advice to Council officers on GST issues and complete the monthly Business Activity Statement (BAS).
- Prepare the annual Fringe Benefits Tax return.
- Prepare monthly Payroll Tax payments and lodge the annual Payroll Tax reconciliation with the Office of State Revenue.
- Undertake the calculation of actual wages for the workers compensation return.



- Manage rebates for the Fuel Tax Credits Scheme.
- Oversee the administration of vehicle leasing, including reviewing lease paperwork for compliance and accuracy, ensuring compliance with taxation requirements and reporting as required.
- Reconcile and maintain Novated and Associate Lease ledgers for Council officers under these arrangements.
- Allocation of leaseback vehicle costs to appropriate cost centres and yearly calculation of rates.
- Report annually on areas of Cost Shifting expenditures to Council.
- Provide accounting assistance for the Mid North Coast Joint Organisation as required.
- Review and sign off the weekly Payroll maintenance.
- Review and sign off Payroll termination calculations as required.
- Completion of the annual taxable payments return.
- Assist the Financial Accounting Manager with the review and sign off of key account reconciliations and internal control checks as directed.
- Provide reports in relation to financial accounting matters as required.
- Provide advice, analysis and interpretation of financial matters to other Council officers as required.
- Provide training, education and support to other Council officers as required.
- Assist in special finance related projects as required.
- Assist in administering general ledger maintenance in the Authority system including actual journal entries, costing verification, creation of work orders and general ledger accounts.
- General journal creation and posting.
- Keep informed of the legislative, statutory and accounting requirements with regard to Council's accounting obligations.
- Ongoing review of current practices from an audit/risk perspective and assistance in identifying efficiencies, gains, opportunities and process improvements.
- Provide back up for Finance Officers, in particular the Asset & Systems Accountant and Treasury Accountant, and Financial Accounting Manager as required.
- Any other related duties as directed.



Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

As a supervisor, you are expected to demonstrate the behaviours required of non-supervisory employees, in addition to those outlined below.

Values-based behaviours for Team Leader/Supervisor/Coordinator

Values	Expected Behaviour
Communication	<ul style="list-style-type: none"> • I ensure that roles and responsibilities are clearly communicated • I actively listen to the concerns of my staff and customers • I keep my team members informed • I provide regular, valid and objective feedback in relation to individual performance
Accountability	<ul style="list-style-type: none"> • I identify and implement safe work practices, taking a systematic approach to managing risk, and ensure the health and safety of myself and others • I ensure that the actions of myself and others are focused on achieving organisational outcomes • I take responsibility for the behaviour and performance of my staff members within the workplace • I deal with issues when they arise
Professionalism	<ul style="list-style-type: none"> • I lead by example • I set clear objectives and goals for my team to achieve • I contribute to the change process and see change as an opportunity to improve performance • I ensure my team is working well together
Integrity	<ul style="list-style-type: none"> • I maintain confidentiality • I recognise and report misconduct, illegal or inappropriate behaviour, and support my team to do the same • I am fair and consistent in my dealings • I am honest with my staff
Teamwork	<ul style="list-style-type: none"> • I acknowledge the achievements of my team members • I encourage a positive working environment • I am engaged, enthusiastic and motivated • I mentor and coach my team



Document Endorsement

Date 27/07/2020 **Group Manager** Group Manager Financial Services

Date 27/07/2020 **Director** Corporate Performance

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name _____

Employee Signature _____

Date _____

