



FINANCIAL ACCOUNTANT

POSITION PROFILE

Division	Corporate Support	Status	Permanent, Full Time
Unit	Financial Services	Salary Grade	Grade 9
Reports to	Senior Financial Accountant	Reviewed	August 2020

STRATEGIC INTENT

The security and integrity of Council's finances is vital to building trust with our community, staff and stakeholders. The Financial Accountant position contributes to this by assisting in the provision of prudent management of Council's financial records and resources.

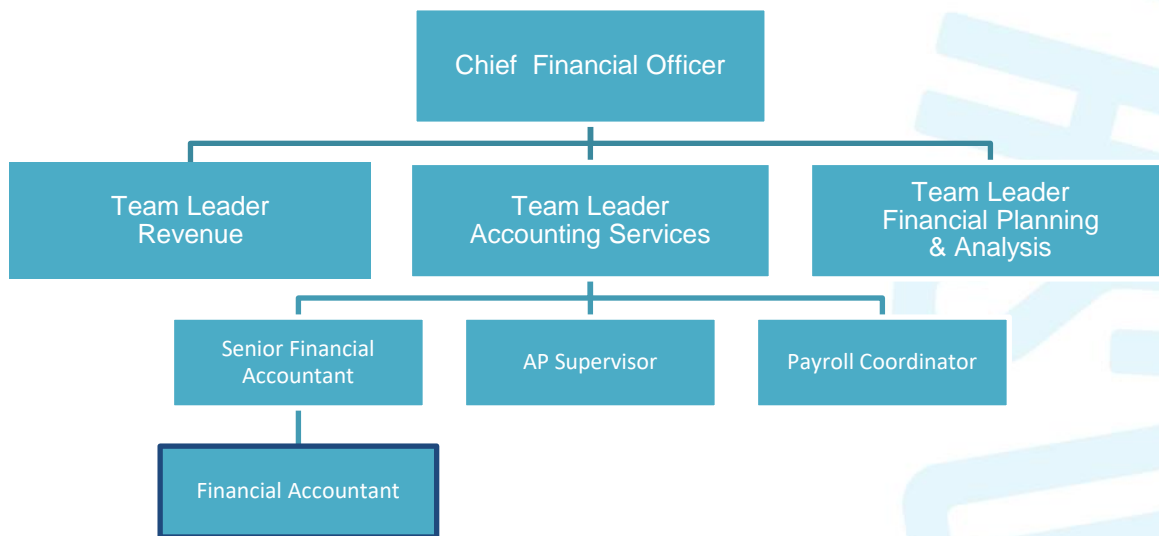
POSITION PURPOSE

The Financial Accountant is responsible for ensuring the accounting function of Council is efficient, effective and meticulously well maintained. It will provide valuable assistance to the Team Leader Accounting Services, the Senior Financial Accountant and also the senior accountants in relation to fulfilling financial management obligations.

The role will:

- Assist with facilitating the financial accounting function of Council including fulfilling its obligations under Australia Accounting Standards issued by the AASB, its obligations under the *Local Government Act 1993* including compliance with the NSW Local Government Code of Accounting Practice and Financial Reporting.
- Assist with the facilitation of Council fulfilling its taxation obligations, including those required under the *A New Tax System (Goods and Services Tax) Act 1999* and *Fringe Benefits Tax Assessment Act 1986*.
- Ensure the completion of reconciliations including the investigation, reporting and clearing of variances, for Council's Balance Sheet accounts in its General Ledger.
- Undertake all aspects of asset accounting as they relate to the compliance with the accounting standards issued by the Australian Accounting Standards Board.
- Provide ongoing processes for monthly administration of financial system variables and the associated reconciliations.
- Assist with the management of Council's loans and leases portfolio and the necessary compliance with any relevant AASB Accounting Standards.
- Facilitate the effective management of council's externally restricted funds, including security bonds, deposits, grants, and developer contributions, in collaboration with other areas of Council to ensure maximum effectiveness.
- Assist the Team Leader Accounting Services and the Senior Financial Accountant will the management of the interim and year end external auditing reporting requirements.

FINANCIAL SERVICES STRUCTURE



POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED

Change Management

Ensure effective change management in the implementation of a portfolio of projects and activities that together enhance the robustness and quality of Council's financial services.

Continuous Improvement

Identify and implement continuous improvement of business processes and practices associated with the treasury function.

Risk Management

Contribute to management of the risk associated with the delivery of specified Core Functions, Processes and Activities and associated projects.

Operational Planning

Proactively contribute to the successful delivery of accounting services team outputs in the Community Strategic Plan, Delivery Programme, Business Plan and Operational Plan by providing expert subject matter knowledge and skills to the unit.

Performance Management

Proactively monitor and self-manage performance and act on constructive feedback.

Resource Management

Ensure effective resource management (financial, workforce and assets).

Customer Management

Ensure all interactions with customers (both internal and external) align with our brand, enhances our relationships, improve customer satisfaction and inform service delivery.

Other

Any other duties within area of skill as directed.

SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none">▪ You will have tertiary qualifications in accounting, commerce, business or a related field.▪ Have recently commenced, or be eligible to commence, either the CPA or CAANZ Program.
	Essential	<ul style="list-style-type: none">▪ You will have demonstrated experience with account reconciliations for a large and complex organisation.▪ You will have superior organisational and communication skills with the ability to assist teams manage their competing priorities to meet critical deadlines.▪ You will have an understanding of Australian Accounting Standards and taxation law and their application to a variety of business requirements.▪ You will have a high level of attention to detail.▪ You will have demonstrated experience with financial systems and also system and file integrations.
	Desirable	<ul style="list-style-type: none">▪ You may have experience working with Technology One.

CORE CAPABILITIES

Attributes	<ul style="list-style-type: none"> ▪ Decision making: Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them. ▪ Goals oriented: Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them ▪ Critical thinking: Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders. ▪ Communication skills: able to articulate complex and technical matters in simple terms. ▪ People skills: empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary. ▪ Team focussed: Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues
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OUR VALUES

Behaviours	<ul style="list-style-type: none"> ▪ Collaborate - be open and welcoming, genuinely connect to others, include others, work together as one ▪ Achieve - be enthusiastic and optimistic, make a positive contribution, set goals to be the best you can be, deliver every day ▪ Respect – be honest and trustworthy, do what you say you will put yourself in the other person’s shoes, listen to what’s important to others ▪ Evolve – stay up to date, take on new opportunities, think creatively about solutions, be a big picture thinker
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CORPORATE OBLIGATIONS

Employees	There are no employees reporting to this position.
Delegations	Authority to operate within the Delegations attached to the position.
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
Financial Management	Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters.
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
Code of Conduct	All employees are responsible for adhering to Council’s Code of Conduct and the policies and procedures that support it
Workplace Behaviour & EEO	All activities must comply with Council’s Workplace Behaviour Guidelines.
Enterprise Content Management	Comply with Council’s Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council’s records management system and proper custodianship of records to ensure against loss, removal or destruction

Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate
Customer Focus	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
Procurement	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement