

Position Description

POSITION TITLE		Financial Accountant			
REFERENCE/POSITION NUMBER		COR0013			
DEPARTMENT		Corporate and Commercial Services			
ACCOUNTABLE TO		Manager Financial Strategy and Operations			
SUPERVISOR		Manager Financial Strategy and Operations			
DIRECTLY SUPERVISES		7			
INDIRECTLY SUPERVISES		None			
VOLUNTEERS SUPERVISED		None			
GRADE	16	STATUS	Permanent	TYPE	Full time
HOURS	35	LOCATION	Administration Building		
MOBILE PHONE	Yes	LAPTOP	Yes		
VEHICLE		No vehicle			
LAST UPDATED		14/06/2019			



RESPECT

We treat others as we expect to be treated
- in a fair and professional manner.



INNOVATION

We champion change in order to provide superior services to our community.



INTEGRITY

We are open, honest and ethical in our behaviours
- at all times.



TEAMWORK

We are one team - working together with trust and commitment to achieve shared goals.



EXCELLENCE

We aspire to be the best - in everything we do.

OBJECTIVES

This position oversees the Financial Accounting function within the Finance Section and is responsible for:

- Coordinating the timely preparation of the annual financial statements for audit and approval by Council.
- Management and reconciliation of Council's investment portfolio, ensuring all investments comply with Council's investment policy.
- Council's taxation requirements, including FBT, GST, etc.
- Monthly reconciliation of Council's Asset Register with the General Ledger.
- All General Ledger Reconciliations on a monthly basis.
- Reconciliation of all of Council's bank accounts.
- Review and update of finance related policies.
- Accounting for Council's assets, including WIP and depreciation
- Other areas including;
 - Fees and charges
 - Grants/subsidies
 - Section 7.11/7.12

SELECTION CRITERIA

ESSENTIAL

- Tertiary qualification in accounting/business related discipline
- CPA/CA qualified
- Demonstrated experience in a similar role with minimum of 5 years relevant work experience
- Thorough working knowledge of relevant provisions of the Local Government Act and other appropriate legislation, or the ability to quickly gain this knowledge
- Thorough knowledge of relevant accounting standards and related legislation
- Proven experience in the supervision of staff in a financial environment and the ability to motivate staff in achieving corporate objectives
- Demonstrated ability to provide financial advice to all levels of management on key aspects of Council's financial position, project funding strategies and systems and reporting capabilities
- Extensive experience in the maintenance of financial accounting systems, competence in maintaining and developing complex spreadsheets, and the ability to present and communicate complex financial information
- Highly developed ability to communicate effectively with people at all levels and to establish and maintain interpersonal relationships.

DESIRABLE

- Local Government experience in a Finance team.
- Current Class "C" driver's licence.

DUTIES

- Responsibility for the preparation and successful audit of the annual financial statements.
- Coordinating the preparation and reporting of:
 - Statistical returns
 - Grant acquittals.
- Management of Council's investment portfolio, maximising return on investments and ensure compliance with Council's investment policy.
- Reconciliation of the investments register and the short and long term cash flow requirements.
- Preparation of monthly investment report to Council and annual review of the investment policy in consultation with Council's investment advisors.
- Accuracy and timeliness of financial information.
- Monthly reconciliation and reporting of internal and externally restricted financial assets registers (cash reserves).
- Prepare and submit the audited annual financial statements to the Office of Local Government on or before the due date.
- Ensure monthly reporting of current and projected operating result, balance sheet, restricted asset balances and key financial ratios are finalised within two weeks of the end of each month.
- Submit quarterly statistical returns to bureau of statistics.
- Supervision and coordination of financial accounting section including performance reviews and staff development.
- Coordinate and manage all grant acquittals in a timely manner.
- Coordinate and review all general ledger reconciliations on a monthly basis.
- Ensure all bank reconciliations are completed and reconciled on a monthly basis.
- Coordinate the acquisition, disposal, revaluation and reporting of Council's assets including maintenance of the asset register including depreciation are recorded accurately and on a timely basis.
- Review and manage the integrity of Council's financial data.
- Provide financial accounting advice as required, in particular reviewing new accounting standards.
- Manage compliance with applicable legislation and accounting standards and all Council policies and procedures.
- Provide positive corporate and customer service to both internal and external customers
- Liaise with Council's external auditor.
- Other duties as directed by the Director or Manager.

CORPORATE RESPONSIBILITIES

RESPECT AND DIGNITY

All employees are required to:

- Promote respect for others and fairness and equity, acting in accordance with principles of EEO and Anti-Discrimination
- Demonstrate respect for others and contribute to a positive work environment
- Take appropriate action to prevent bullying, harassment and discrimination of others
- Identify and minimise exposure to risk for self and others

INTEGRITY

All employees are required to:

- Comply with the Code of Conduct and all relevant legislative requirements, Council plans, protocols, policies and procedures
- Work within budget and time constraints to optimise outcomes while balancing resource requirements
- Apply policies, protocols and guidelines equitably and without personal bias
- Model Council's Values
- Use and protect Council's information, resources, equipment and systems in accordance with relevant protocols, policies and legislation

INNOVATION

All employees are required to:

- Identify and, in consultation with their supervisor, initiate opportunities for improvements in processes and service and waste minimisation
- Seek to understand and embrace relevant best practice and industry trends relevant to own work area
- Participate in ongoing learning and embrace relevant technology and change

TEAMWORK

All employees are required to:

- Actively share information, knowledge and skills with others to optimise organisational performance
- Take interest in and provide feedback on corporate initiatives
- Work positively and proactively with others, and to the best of your ability, to deliver organisational outcomes
- Provide support and advice, to others, in own area of expertise

EXCELLENCE

All employees are required to:

- Meet or exceed functional responsibilities and service level agreements described in position description and operational plans
- Support and use contemporary frameworks designed to optimise systems and processes
- Demonstrate an understanding of the needs of internal and external customers, as relevant to the role, anticipating and meeting their needs with the parameters of Council requirements
- Ensure current competence and relevant accreditation/licencing
- Follow safe and ethical practices to minimise risk to self and others
- Actively participate in relevant training and seek opportunities for ongoing learning as applicable
- Report incidents, illnesses and injuries immediately and take appropriate follow-up action if required

WORK, HEALTH AND SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

In addition to the overall corporate responsibilities listed above and the statements below, you are required to perform your duties in accordance with this Position Description, Council's Code of Conduct, policies, protocols and procedures.

Work Health and Safety (WHS)

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm
- Participate in development of safe work methods and risk assessments with your supervisor when required
- Actively participate in WHS inductions and training when required
- Wear personal protective equipment (PPE) in the prescribed manner and when specified
- Participate in workplace inspections if required
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices
- Participate in emergency preparedness training, including any required knowledge for business continuity plans
- Report all hazards, near misses and damage to Council's property to the responsible Manager

Certificates of Competency / Licences

- Where required for the position, either by legislation or through Council's policies, protocols and procedures, maintain all certificates, licences, operative training etc for the group, and advise the responsible Manager of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses to the responsible Manager immediately
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to the responsible Manager

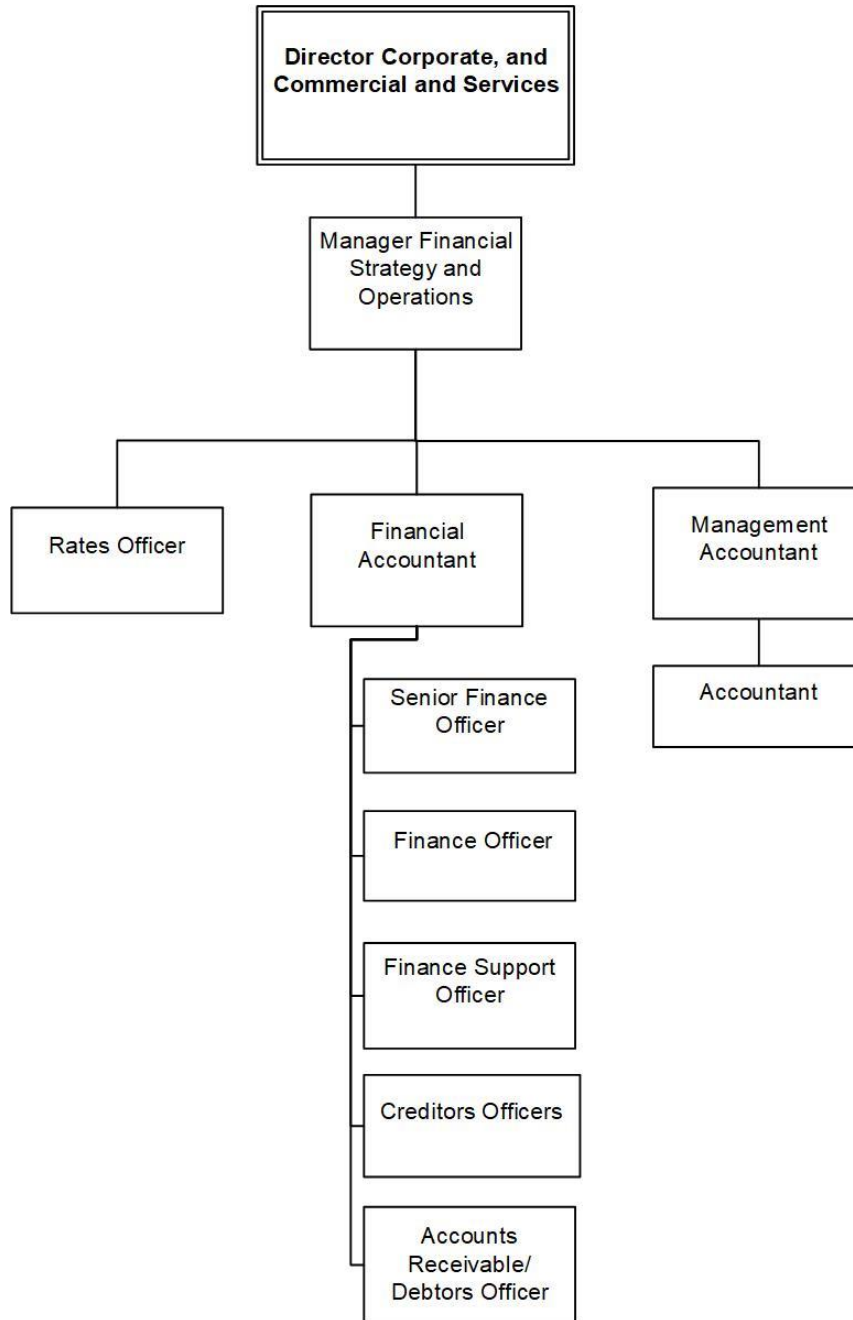
Equal Employment Opportunity (EEO)

- Work to the best of your ability and provide quality service to customers
- Recognise the skills and talent of other staff members
- Act to prevent bullying, harassment and discrimination against others in your workplace
- Respect differences among your colleagues and customers such as cultural and social diversity
- Treat people fairly - don't discriminate against, bully or harass them
- Work in keeping with the Kiama Municipal Council's EEO management plan and other EEO policies

DELEGATIONS	
FINANCIAL DELEGATION:	\$1,000
RESPONSIBILITY DELEGATION:	Act in Accordance with Instrument of Delegation
NO OF CONTRACTS MANAGED:	None
ANNUAL VALUE OF CONTRACTS MANAGED:	None
CONTROL AND MANAGEMENT OF EXPENDITURE PER ANNUM:	No responsibility
BUDGET DEVELOPMENT:	None

CONDITIONS OF EMPLOYMENT		
AWARD/AGREEMENT	Local Government (State) Award	
PROTOCOLS:	Employees are to comply with Council's Code of Conduct and Council protocols at all times.	
PRE-EMPLOYMENT REQUIREMENTS:	<ul style="list-style-type: none"> Physical and mental capability to perform the inherent requirements of the position 	
	<ul style="list-style-type: none"> Proof of ability to legally work in Australia 	
	<ul style="list-style-type: none"> Pre-employment screening to Australian Standards in Employment Screening. 	
	<ul style="list-style-type: none"> Criminal record check 	Yes
	<ul style="list-style-type: none"> Pre-employment medical 	Yes
	<ul style="list-style-type: none"> Working with children check 	No

REPORTING RELATIONSHIPS



I have read the above position description for my role; I accept the responsibility for achieving the above duties and understand that I am accountable for their achievement.

Employee Signature:

Date: Drop down for date