



## POSITION DESCRIPTION

POSITION DETAILS			
<b>Position Title:</b>	Business Partner Planning and Services Accountant		
<b>Position Number:</b>	3015	<b>Standard Position Hours:</b>	35 Hours
<b>Directorate:</b>	Corporate and Community Services	<b>Unit:</b>	Finance and Administration
<b>Salary Grade:</b>	8	<b>Award Band and Level:</b>	Band 3 Level 2
<b>Position Reports to:</b>	Management Accountant		
<b>Staff Management:</b>	Nil		
<b>Budget Responsibility:</b>	Nil		
<b>Date Created:</b>	29 April 2021	<b>Date Last Reviewed:</b>	
<b>Version:</b>	1	<b>Document Number:</b>	

### ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 400 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure Services
- Planning and Environment Services
- Corporate and Community Services

### ORGANISATIONAL CONTEXT OF POSITION

The Corporate and Community Services directorate manages services associated with the following functions within Cessnock City Council;

- Finance and Administration
- Information Technology
- Community and Cultural Engagement

The Finance and Administration unit is responsible for the co-ordinated integration of Financial Reporting, Integrated Planning and Reporting and Corporate Governance services to the organisation, including the development and oversight of key organisational strategic documents, driving an integrated framework and provision of corporate support and governance functions for the organisation.

### WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

## PRIMARY OBJECTIVE

The primary objectives of this position are to:

- Partner with key stakeholders to provide financial support and advice in the delivery of key objectives of Council's Strategic Plan relating to Council's financial activities;
- Provide accounting support for Council's asset portfolio relating to measurement, reporting, and analysis of Council's assets;
- Maintain Council's services model including the attribution of costs to each service and the Accounting necessary to track Council's allocation of resources to each service; and
- In collaboration with other members of the Finance team, assist with internal and external reporting, budgetary and treasury requirements.

## KEY ACCOUNTABILITIES

1. Build strong partnering relationships with key stakeholders in Business Units for which you have responsibility and become a trusted advisor. This will include:
  - Effectively communicating and collaborating with budget owners to develop and enhance finance acumen across the organisation;
  - Promoting ownership of and accountability for Business Unit budgets;
  - Assisting with business cases for major financial decisions and ensuring governance over the key assumptions applied; and
  - Assisting with service reviews (internal and community based).
2. Management accounting including:
  - Monthly and quarterly reporting incorporating variance analysis and reviews with key stakeholders;
  - Budgeting and forecasting for operational and capital activities;
  - Assisting with the administration of grants and contributions from inception to acquittal; and
  - Preparing returns and reports for the Audit and Risk Committee, Council, Management and other Government agencies and external parties.
3. Financial accounting including:
  - General ledger reconciliations and finance system maintenance as well as providing informal training to staff on the general ledger and finance system;
  - Assisting with the preparation of annual financial statements, schedules, returns and reports;
  - Ensuring Fees and Charges are revised in accordance with the Revenue Policy and consistent with Council's Financial Sustainability objectives of areas of responsibility;
  - Involvement in balance sheet and cash flow reporting;
  - Supporting the tax and treasury function of Finance with:
    - review and authorisation of EFT, cheque payments and bank transfers as required; and
    - preparation of statutory returns including Fringe Benefits Tax, Business Activity Statements and Payroll Tax.
4. Project and asset accounting including:
  - Project code creation, monitoring expenditures, budget allocation, reporting and closures;
  - Enhancing and maintaining Council's cost allocation framework for service groups as well as utilising Activity Based Costing and other relevant methodologies and frameworks;
  - Monitoring Work In Progress balances;
  - Providing assistance with capitalisation of assets and asset revaluations; and
  - Providing support relating to accounting for developer contributions.
5. Adhere to Work, Health and Safety policies and procedures.
6. Ensure compliance with Australian Accounting Standards and alignment with the requirements of the Local Government Code of Accounting Practice and Financial Reporting as well as internal policies and procedures.

7. Provide support to other roles within Finance as required to rebalance workloads and relieve the Management Accountant in times of leave.
8. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

## POSITION SELECTION CRITERIA

### Essential

1. Degree qualifications in accounting, financial management or business management.
2. Demonstrated experience (minimum of 5 years) in a similar position with within a large multi-disciplined organisation.
3. Demonstrated high level of interpersonal, written and verbal communication skills with the proven ability to communicate with a wide range of stakeholders, both internal and external and build effective working relationships with people at all levels of the organisation.
4. Demonstrated highly developed time management and organisational skills and the demonstrated ability to prioritise and manage multiple tasks and meet critical deadlines.
5. Proven ability to develop, promote and implement reforms, systems and policies within a continuous improvement environment.
6. Demonstrated advanced computer skills utilising Microsoft Office, computerised financial management systems, project management systems and Electronic Document Management systems.
7. Demonstrated analytical and research skills including extraction, collation and analysis of information from reports and presentation in a concise and meaningful manner.

### Highly Desirable

1. Membership of CPA Australia, Institute of Chartered Accountants in Australia or the Institute of Public Accountants.
2. Previous experience in a Finance Business Partnering role or equivalent.
3. Previous local government experience.
4. Previous experience in training and mentoring staff.
5. Demonstrated experience with Microsoft query and Crystal Reports.

## SIGNATURE

### Employee

Full Name:

Signature:

Date: