

# Position description

## Team Leader Financial Accounting

Division:	<b>Corporate Services</b>
Department:	<b>Finance</b>
Reports to:	<b>Financial Operations &amp; Compliance Coordinator</b>
Budgetary responsibility:	
Number of direct reports:	<b>5</b>
Location:	<b>Yalawanyi Ganya, Biripi Way, Taree</b>
Grade:	<b>11</b>
Employment status:	<b>Permanent Full-time</b>
Date approved:	<b>27 August 2021</b>

### Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

### Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

<b>Wellbeing</b>	We value safety, security, health and happiness
<b>Integrity</b>	We are open, honest, accountable and take pride in all we do
<b>Sustainability</b>	We use efficiencies, innovation and cooperation to achieve sustainable results
<b>Respect</b>	We work together respectfully ensuring inclusion, equality and open communication

### Position Overview

Reporting to the Financial Operations & Compliance Coordinator, the Team Leader Financial Accounting will lead the Financial Accounting Team. The position is responsible for managing the Financial Accounting function, including supervision of the team, to ensure the achievement of outcomes in line with organisational and departmental strategies, objectives, vision and values.

The Financial Accounting Team is responsible for the capture and recording of all financial transactions and the subsequent preparation of Council’s Annual Financial Reports in accordance with Australian Accounting Standards, legislation and guidelines and adopted timeframes.

## Key Accountabilities & Duties

- Manage and supervise a small team of finance professionals including: performance management, training and development, workflow coordination, workforce planning, change management.
- Ensure all functions and responsibilities of the Financial Accounting Team are completed within adopted timeframes.
- Support other Financial Accounting team staff through knowledge transfer and with assistance with workloads to meet deadlines and reporting requirements.
- Prepare Council's Annual Financial Reports (for review) in accordance with Australian Accounting Standards, legislation and guidelines ensuring audit requirements by way of accounting policy papers, reconciliations and workpapers are finalised and available per agreed timetable.
- Prepare other statutory financial reporting requirements including comparative data, performance benchmarking (PWC), ABS, IPART and ATO surveys etc for review and lodgement.
- Ensure that external information / valuations / returns / confirmations are obtained to support balances and disclosures made within the financial statements, eg investment property valuations, Related Party Disclosures, asset and impairment confirmations etc.
- Maintain the risk management / internal control environment in relation to the operations of the Financial Accounting Team, ensuring appropriate controls, policies and procedures are in place and up to date.
- Ensure the implementation of external and internal audit recommendations.
- Ensure that all month-end and year-end processes for the Financial Accounting Team are completed including reconciliation, review and sign-off of balance sheet accounts.
- Manage Council's Treasury functions including Council's cash, investment portfolio and loan borrowings in accordance with adopted policy and procedures.
- Prepare the monthly Investment Report for presentation to Council.
- Prepare monthly reports that ensure that ledgers and funds remain in balance.
- Authorise journal entries as required.
- Keep abreast of changes to Local Government legislative and accounting requirements, Australian Accounting Standards and other relevant pronouncements to ensure compliance.
- Assist with change initiatives and coach and support team members through change processes.
- Contribute to the delivery of the Finance Department Operational Plan.
- Provide a high level of customer service to the community, internal stakeholders and other customers.
- Ensure compliance with relevant legislation and statutory requirements.
- Contribute to a culture of continuous improvement.
- Role model and encourage behaviours that align with Council's Organisational Values.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work,

Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.

- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.

## Essential Requirements

1. Tertiary qualifications in Accounting / Finance or related discipline
2. Membership of a professional accounting body eg. CPA Australia or CA ANZ (or working towards)
3. Demonstrated experience in developing, leading, coaching and mentoring a team focussed on strong customer service and achievement of objectives.
4. Demonstrated experience in a local government finance role involving the preparation of financial statements, management reports, budgets and long term financial plans.
5. Demonstrated in-depth knowledge of the professional and legislative requirements applicable to the NSW Local Government Finance environment.
6. Highly advanced computer skills and experience in spreadsheets and database management including advanced report writing skills with ExcelOne and Technology One experience desirable.
7. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
8. Current Class C Drivers Licence






## Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

## Local Government Capability Framework

Capability Group	Capability Name	Level
 <b>Personal attributes</b>	Manage Self	Advanced
	Display Resilience and Adaptability	Adept
	Act with Integrity	Advanced
	Demonstrate Accountability	Adept
 <b>Relationships</b>	Communicate and Engage	Adept
	<b>Community and Customer Focus</b>	<b>Adept</b>
	<b>Work Collaboratively</b>	<b>Adept</b>
	Influence and Negotiate	Adept
 <b>Results</b>	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	<b>Deliver Results</b>	Adept
 <b>Resources</b>	<b>Finance</b>	<b>Advanced</b>
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 <b>Workforce Leadership</b>	<b>Manage and Develop People</b>	<b>Adept</b>
	<b>Inspire Direction and Purpose</b>	<b>Adept</b>
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Adept

### ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Signature:	Date:
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**HR USE ONLY**

Is a Working with Children Check required for this position?

Yes  No

Is a criminal record check required for this position?

Yes  No