



Position Description
Financial Accountant

Position overview

The objective of this position is to undertake Council's financial and accounting activities in line with policy, statutory and professional standards. You will undertake these responsibilities in a professional, efficient and timely manner, and contribute to Council's aim of being a high performing, customer-focused organisation. You will deliver services in compliance with relevant legislation, and in a way which provides best value to Council. To achieve success, you will have excellent technical knowledge, be adept at solving problems with cost-effective and innovative solutions.

Classification and relationships

Classification:	Band 7 Alpine Shire Council Enterprise Agreement 2023
Reports to:	Manager Corporate
Supervises:	Senior Finance Officer, Finance Officer

Key duties and responsibilities

Accountability and extent of authority

- Accountable to the Manager Corporate for the day-to-day operation of the finance team with freedom to act governed by Council goals and policies, and relevant legislation.
- Responsible for the efficient and effective provision of accurate and timely financial and accounting services and performance of all the duties of the Financial Accountant.
- Responsible for the general ledger integrity through the establishment, monitoring and testing of internal controls.
- Responsible for the development and interpretation of relevant policy and procedures.
- Accountable for the accurate, effective, and efficient operation of systems relating to key responsibility areas.
- Authority to approve purchases according to Council's Procurement Policy and procedures and in line with established delegation.
- Accountable for delivery of services and designated projects within budget and in accordance with agreed and/or legislated timeframes.
- Freedom to act is governed by relevant budgets, policies, standards and procedures with regular reporting to the Manager.

Manage Council's financial administration activities

- Prepare Council's financial statements and performance reporting according to established timelines (ensuring that all accounts have been properly balanced) the relevant legislation, standards and regulations.
- Ensure the proper maintenance of accounting and other records according to statutory requirements and Council practices.
- Offer advice and guidance regarding financial management and control matters.
- Overview revenue collection, creditors, debtors and payroll functions of the Council.

Prepare Council's budget in conjunction with the Manager Corporate

- Prepare and collate budget within deadlines set down by the Manager Corporate.
- Prepare progress budget reports on at least a quarterly basis for Council consideration.

Manage Council's Treasury activities

- Oversee banking and treasury functions including monitoring bank balances, term deposits and loans, banking administration, credit cards, cash flow modelling; ensure responsible cash flow management and ensuring timely reconciliation of Council's bank accounts.
- Satisfactorily manage the investment of surplus funds and transfers of funds when needed.
- Maintain banking and investment systems to ensure payment authorisations are made in accordance with Council's policy.

Manage Council's taxation obligations

- Comply with all relevant business taxation and employer obligations including GST, FBT, PAYG and superannuation guarantee obligations.
- Ensure that Council's BAS and Fringe Benefits Tax Return are completed accurately and lodged in accordance with ATO timelines.

Facilitate the annual audit of Council's accounts

- Facilitate the Annual External Audit process including annual statements and reports through to finalisation within the statutory timeframe and liaison with Council's Auditors.

Display a professional work ethic

- Regularly report to the Manager Corporate on financial matters and issues.
- Ensure sound risk management practices, and support employee duty of care responsibilities under the Occupational Health & Safety Act.
- Commitment to own professional development.

Other duties

- Ensure the team complies with relevant legislation policies and procedures and that a strong risk management culture is maintained.
- Promote Council and its activities regularly, proactively and positively.
- Continually review and improve work methods associated with this role.
- Undertake other duties as directed. From time to time the employee may be required to undertake duties in addition to those outlined, but which fall within the employee's capabilities, experience, skills, competence, or training.
- In addition to the responsibilities described in this document, all employees must comply with the Alpine Shire Council's Code of Conduct and Corporate Policies.

Judgement and decision making

- Ability to solve complex problems by the effective application of innovative, or established, techniques and procedures in a demanding operating environment using the application of professional or technical knowledge.
- Ability to make decisions limited by statutory provisions and refer decisions to the Manager Corporate on matters of major significance or outside authority or delegation.
- Ability to provide timely advice to Manager, Directors and Council.
- Ability to apply innovative thought and an analytical approach to work; to form a range of options, with justification and recommendations for presentation to senior management and Council. This can be on a day-to-day basis and in relation to strategy formulation.
- Exercise discretion and tact in dealing with financial matters affecting Councillors, employees of the organisation and members of the community.
- Ability to work unsupervised, to set priorities, plan and organise workload to achieve the goals and objectives of the business unit.
- Guidance and advice are usually available from the Manager.

Management skills

- Capacity to supervise, manage, motivate, coach and develop staff with a range of skills, abilities and experience to foster a high performing team environment.
- Knowledge of and ability to implement Equal Employment Opportunity, Health, Safety and Risk policies and procedures relating to areas of supervision and ability to work within the organisations HR policies including recruitment and staff development.
- Ability to review and analyse data and make recommendations for service or process improvement.
- Ability to write reports on financial issues and prepare external correspondence as appropriate.
- Demonstrated ability to manage diverse workloads, work under pressure and meet competing deadlines to achieve specific and set objectives and goals of the Finance team in the most efficient way within the resources available and within set timeframes despite conflicting pressures.
- Strong attention to detail and the ability to achieve thoroughness and accuracy on all work undertaken.

Interpersonal skills

- Ability to facilitate meetings and to discuss and resolve conflicts and problems amicably.
- Ability to liaise with counterparts in other organisations to discuss specialist matters.
- Excellent written and verbal communication skills and ability to write reports and prepare external correspondence.
- Ability to maintain confidentiality of information and advice.
- Ability to develop and maintain good working relationships and gain co-operation and assistance from other employees.
- Ability to identify problems, suggest solutions and make improvements.
- Ability to seek guidance and advice when required.

Expertise

Qualifications

- Current Victorian Driver Licence.
- Appropriate degree qualification in accounting or equivalent.
- CA/CPA membership.

Experience

- A minimum of 5 years professional experience in key responsibility areas.
- Experience in Local Government advantageous.

Specialist skills and knowledge

- Detailed knowledge and understanding of Local Government accounting, and relevant legislation and regulations including the Local Government Act and Regulations, the Australian Accounting Standards, financial and budgetary procedures
- Proficiency to interpret and apply relevant legislation, regulations, standards and accounting and financial procedures and practices.
- Excellent written and verbal communication skills and ability to write reports and prepare external correspondence to effectively convey technical and policy information, both orally and in writing, to the public, staff, auditors, and other agencies.
- Ability to collate, evaluate, analyse, and present financial data in understandable accounting reporting formats and the capacity to produce Council's financial statements, and performance reports.
- Accurate record keeping and proficient administrative skills.
- Highly developed computer literacy encompassing assessment of software, computer application, development and control of Council's accounting system.
- Ability to effectively collect and analyse data, to assist in the formulation of policy and strategy.
- Experience in managing a team, including the ability to coordinate team priorities to achieve deadlines, while coaching, mentoring and developing staff to ensure a high performing team.

Health, safety and risk duties and responsibilities

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person.
- Seek assistance when unsure of how to perform a task.
- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives.
- Regularly inspect your work environment for hazards.
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor.
- Support the return-to-work plan for any injured worker when returning to work.

Physical requirements

Daily work will be performed in an indoor environment, as such:

- You will be exposed to those conditions normally encountered in an indoor environment.
- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices.
- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood.
- The work environment may include uneven surfaces and up and down stairs.