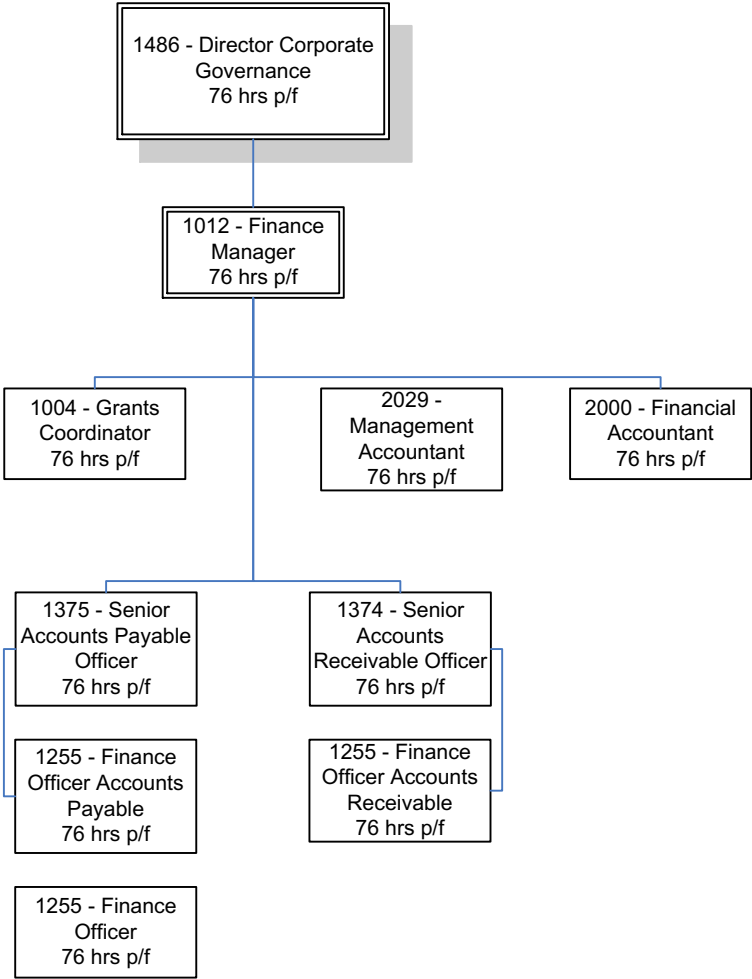


## POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	Financial Accountant	Designation & Classification Level	LGIA 2010
Position No		Directorate	Corporate Governance
Division	Finance	Date Created	March 2013
Location	Katherine	Date Approved	March 2013
Reports To	Finance Manager	Version Date	March 2013
2. POSITION CONTEXT			
<b>Council Overview</b>	<p>The Roper Gulf Regional Council provides a range of services over an area that spans 185,000 sq km (80% the size of Victoria) that covers the region east and southeast of Katherine, Northern Territory. The total estimated resident population of the Council is 6,919.</p> <p>Roper Gulf Regional Council incorporates eleven main communities and delivers services such as: Council Administration; Waste Management; Municipal Services; Sport &amp; Recreation; Aged Care; Child Care; Youth Services and Juvenile Diversion; Libraries; RJCP Programs; Power, Water and Sewerage Maintenance; Repairs and Maintenance and Tenancy Management; Night Patrol, Civil Works, and many more.</p> <p>The Council's mission statement is: "Working as one towards a better future through effective use of all resources". This serves to give strategic direction to the Council's service delivery and its partnerships with the NT and Australian Governments and other stakeholders.</p> <p>The overall vision of Roper Gulf Regional Council is to be a sustainable, viable and vibrant leader in improving the quality of family and community life in the Northern Territory.</p>		
<b>Principal Objectives</b>	<p>As the Financial Accountant, you will be part of the team responsible for the preparation of monthly and annual accounts, reporting to the Finance Manager, preparation of the BAS and FBT returns, fixed asset management and balance sheet reconciliations. You will be involved in liaison with external auditors for the completion of audits.</p> <p>The role provides advice on application of policy and procedures. The role also assists management in the development of relevant operating and accounting policies and systems to efficiently and effectively perform these functions.</p>		
<b>Major Role and Challenges</b>	<p>The Financial Accountant is responsible for the provision of financial services, including the coordination of the preparation of the annual financial statements, maintenance and development of finance reporting, budgets, budgetary control systems and the preparation of financial reports for various Financial Services clients.</p> <p>The Financial Accountant is responsible for the oversight of all aspects relating to indirect tax within RGRC including policy, calculations, reconciliations and completion and submission of business activity statements, payroll and fringe benefit tax returns. In addition, they are jointly responsible along with the Finance team for all financial reporting required of the Finance business unit.</p>		
<b>Key Interactions/ Relationships</b>	<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>■ CEO</li> <li>■ Divisional Directors</li> <li>■ Other divisional managers</li> <li>■ Other divisional supervisors/coordinators</li> <li>■ Roper Gulf Regional Council Staff</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>■ Government representatives / Auditors</li> <li>■ Local Government Association of the Northern Territory (LGANT) Staff</li> <li>■ Land Councils</li> <li>■ Contractors / Sub Contractors</li> <li>■ Suppliers / Consultants</li> <li>■ Community Organisation Representatives</li> </ul>		
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• An incumbent may be required to drive considerable distances in the course of their duties and must possess a current Class C Drivers Licence with a manual driving capacity.</li> <li>• Some out of hours work, and occasional travel to remote communities necessitating overnight absences</li> </ul>		

	<p>may be required.</p> <ul style="list-style-type: none"> <li>Appointment will be to a specific and depending on organisational needs. The incumbent may be assigned to other areas to perform work of a similar nature appropriate to the classification on a temporary or continuing basis.</li> </ul> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>It is a condition of employment with Roper Gulf Regional Council that you must be an Australian Resident or hold and provide the relevant visa requirements to work within Australia; undertake a new criminal history check and update each year as required through out period of employment; and hold a current Working with Children Clearance Notice (OCHRE Card) at commencement of employment and lodge a new application prior to it expiring – the ochre card must be on you at all times throughout employment with RGRC.</li> </ul>
<b>Authority to Act / Delegations</b>	<ul style="list-style-type: none"> <li>Financial Delegations – As per the RGRC Delegations Manual</li> </ul>
<b>Organisational Responsibilities</b>	 <pre> graph TD     1486["1486 - Director Corporate Governance 76 hrs p/f"] --&gt; 1012["1012 - Finance Manager 76 hrs p/f"]     1012 --&gt; 1004["1004 - Grants Coordinator 76 hrs p/f"]     1012 --&gt; 2029["2029 - Management Accountant 76 hrs p/f"]     1012 --&gt; 2000["2000 - Financial Accountant 76 hrs p/f"]     1012 --&gt; 1375["1375 - Senior Accounts Payable Officer 76 hrs p/f"]     1012 --&gt; 1374["1374 - Senior Accounts Receivable Officer 76 hrs p/f"]     1375 --&gt; 1255_P["1255 - Finance Officer Accounts Payable 76 hrs p/f"]     1374 --&gt; 1255_R["1255 - Finance Officer Accounts Receivable 76 hrs p/f"]     1255_P --&gt; 1255_O["1255 - Finance Officer 76 hrs p/f"]     1255_R --&gt; 1255_O           </pre>

### 3. KEY RESPONSIBILITIES

- Ensuring the provision of timely and professional accounting services are provided to the Council
- Determinations, including the preparation of financial statements and associated working papers; the maintenance of the general ledger and chart of accounts; and the production of financial reports.
- Maintaining financial procedures consistent with Roper Gulf Regional Council and local Government directives.
  - Assisting the Manager in establishing a culture of high performance, professionalism and continuous improvement that encourages individuals and teams to identify opportunities and solutions to improve service delivery.
  - Contributing to providing effective leadership to foster initiative, promote and build effective teams, achieve outcomes and meet deadlines.
  - Contributing to the development and implementation of accounting and financial management policies and procedures that comply with government policies and procedures, and legislative requirements.
  - Providing expert professional advice to RGRC on accounting and financial management policies, processes and procedures requiring the application of technical knowledge.
  - Contributing to the achievement of RGRC's objectives, goals and priorities, through the application of financial knowledge, expertise and experience.
  - Completion and submission of business activity statement, calculation of payroll tax and fringe benefits tax and calculation of superannuation accruals and adjustments and associated returns and journals.
  - Provide financial advice and draft policies relating to taxation updates and issues that affect the Council
  - Reconciliation of complex general ledger accounts
  - Assist with the preparation and lodgement of external reporting requirements including ABS surveys.
  - Respond to taxation queries from management, staff and other external stakeholders.
  - Team input including the willingness to use your skills to help other team members in the Finance business unit.
  - Assist with writing and maintaining accounting policy and procedures to ensure consistency with Australian accounting standards.
  - Carrying out duties in accordance with RGRC's, Work Health & Safety policy, safety principles, corporate values and strategies.

#### 4. POSITION SKILLS / KNOWLEDGE / EXPERIENCE

##### SELECTION CRITERIA

###### Essential

- Prior demonstrated work experience in Financial Accounting; including bank reconciliation, general ledger reporting and grant acquittals
- Experience in the preparation and coordination of audited annual financial statements
- Experience in government accounting particularly related to the functions of external reporting. This is supported by a sound knowledge of accounting standards, and government accounting policies, practices and procedures.
- Preparation of financial reports for managers and other departments
- Demonstrated experience in providing complex financial and accounting policy advice to senior management, including the analysis and presentation of financial data, and the preparation of briefing papers for executives.
- Proven written communication skills, including advising management on complex matters,
- Demonstrated knowledge of complex accounting concepts and advanced analysis skills.
- Demonstrated ability to problem solve and actively improve processes and procedures.
- Strong oral communication skills, including the ability to interact effectively with people of a different culture, able to establish and maintain effective networks
- Demonstrated comprehensive use of accounting software packages and advanced Excel skill level.
- High level of attention to detail and commitment to providing a high standard client service.

###### Other

- Current NT Drivers Licence
- NT Criminal History check
- It is a condition of employment with Roper Gulf Regional Council that you must be an Australian Resident; have a current criminal history check (no older than three months at commencement of employment and as required through out period of employment); and a current Working with Children Clearance Notice (OCHRE Card) at commencement of employment.

###### Desirable

- Accounting qualifications or degree in Commerce, Economics, Accounting or Business majoring in accounting or working towards attainment.
- Full membership of Institute of Chartered Accountants or CPA Australia, or working towards full membership.
- Experience with Technology One Financials System

#### 5. ACKNOWLEDGEMENT

Delegate / Director / Manager		Date:	Signature:
Employee Name		Date:	Signature: