

POSITION DESCRIPTION

Bundaberg Regional Council has a vision 'To Build Australia's best Regional Community'. This position description outlines the values that underpin this vision and an overview of the general duties and responsibilities required in this role.

Overview

Position Title:	Strategic Accounting Team Leader	Industrial Instrument:	Bundaberg Regional Council Certified Agreement plus Queensland Local Government Industry Stream A Award
Position Number:	3056	Classification Level:	6
Employment Location:	Bundaberg Service Centre	Position Status:	Full-time
Department:	Organisational Services	Document Last Reviewed:	29/07/2019
Branch:	Financial Services		
Accountable To:	Deputy Chief Financial Officer		
Aim of Position:	Management of the Strategic Accounting section including coordinating workflows to ensure outcomes meet deadlines.		

Council Values

Bundaberg Regional Council's culture is driven by the following values:



Key Responsibilities

- Ensure resources are utilised in the most efficient and effective manner within your section to meet deadlines and provide a consistent level of service to internal customers whilst ensuring knowledge sharing and transfer between staff.
- Leadership of the Strategic Accounting section including developing staff, maintaining networks and relationships and providing direction through communication and influence.
- Assist senior finance personnel in identifying opportunities for improving processes, maximising use of existing systems, providing recommendations to senior personnel on strategic matters and project manage implementation of improvements.
- Oversee the preparation of flexible ad hoc internal reports for various stakeholders.
- Coordinate the maintenance of Council's Costing system and oversee the integrity of its structure.
- Coordinate the administration of the Council Grant Register to ensure compliance with Funding Agreements.

Incumbents Initials

- Oversee budget processes including the Project Decision Framework, Budget Preparation and Reviews.
- Coordinate the Management Reporting processes to provide tailored information to assist management whilst developing the financial literacy and accountability across business units.
- It is expected that the incumbent undertake other reasonable duties and tasks requested by Management within the incumbents capabilities, including additional duties as required during periods of absence of other staff.

Position Requirements - Qualifications and Experience:

Mandatory:

- Degree in Business / Accounting / Commerce or equivalent.
- Ability to build and manage relationships with internal customers and external stakeholders.
- Demonstrated ability to lead a team whilst managing competing priorities and exercising appropriate judgement.
- Well developed financial management and analytical skills.

Desired:

- Postgraduate qualifications in Business/CPA/CA or equivalent.
- Experience in successfully managing and leading a finance team.
- Demonstrated ability to identify opportunities for improvements and coordinate the change process.
- Previous experience in a management accounting/financial analyst/financial business partner role.
- Advanced skills in Microsoft Excel.

Organisational Capabilities – Team Leader/Supervisor (Leading Others):

The capabilities for all roles are obtained from the Capability Framework which describes key behaviours required at all levels and roles across Council. There are four mandatory capabilities that are required in all roles – building relationships, customer focus, safety and professionalism and job requirements.

Building relationships (mandatory)	Building relationships with teams and stakeholders: <ol style="list-style-type: none"> 1. Inspires and connects with the values, beliefs and interests of others 2. Effectively manages consultative processes in a group or forum 3. Fosters teamwork and rewards cooperative and collaborative behaviour, while resolving conflict using appropriate and respectful strategies 4. Recognises the positive benefits of diversity and capitalizes on these for the benefit of the organisation
Customer focus (mandatory)	Understands customer perspectives and works across boundaries: <ol style="list-style-type: none"> 1. Actively works to understand customers and stakeholders 2. Encourages a strong customer focus and builds understanding of customer perspectives within their team 3. Shows respect for customers and stakeholders

Incumbents Initials

Safety and professionalism (mandatory)	Champions and models safe, professional and ethical behaviour: <ol style="list-style-type: none"> 1. Manages safety issues and problems, resolves corrective actions and monitors to ensure compliance 2. Models ethical behaviour and consistently applies those ethical standards to self and others 3. Is consistent in words and actions 4. Is viewed as trustworthy, honourable and truthful, and respectful of the views of others 5. Able to understand, monitor and channel their own emotions in a positive way whilst staying true to self
Job requirements (mandatory)	Applies business management skill: <ol style="list-style-type: none"> 1. Applies sound business management skills in corporate governance areas, such as financial, contract and project management
Cross-organisational thinking	Understands how their team's work aligns to Council's objectives: <ol style="list-style-type: none"> 1. Conveys the vision for their area in a compelling way 2. Able to describe their work, and the work of their team, contributes to organisational objectives 3. Considers wider organisational objectives when making decisions and performing work
Leading people	Inspires individual and team commitment to achieve results: <ol style="list-style-type: none"> 1. Motivates individuals and creates a climate in which people want to do their best 2. Regularly reviews performance and holds timely and frank discussions with all team members 3. Provides regular feedback and recognises team member contributions 4. Gives people the balance of autonomy and support they need to achieve outcomes 5. Builds a cohesive and supportive team environment
Developing people with a one team focus	Builds team capability: <ol style="list-style-type: none"> 1. Takes responsibility for team development 2. Uses development plans to address skills/knowledge gaps or to strengthen current capability 3. Identifies a broad range of development opportunities for team members 4. Develops staff for high performance through providing appropriate guidance and supporting them to resolve their own issues
Driving people's performance	Manages team performance: <ol style="list-style-type: none"> 1. Breaks down projects into objectives and goals, and accurately scopes out length and difficulty of tasks 2. Organises the team to deliver the required program of work 3. Provides clear and accurate reporting of progress and performance
Managing stakeholders	Manages internal and external relationships: <ol style="list-style-type: none"> 1. Written and verbal communication is clear and concise 2. Models open communication by actively and attentively listening to others 3. Seeks to understand the audience and adapt accordingly 4. Builds networks with peers and work collaboratively with others 5. Reads situations quickly and sees conflicts as opportunities 6. Can settle disputes equitably by finding common ground and gaining cooperation
Decision making	Displays rigour in advice: <ol style="list-style-type: none"> 1. Provides advice that is rigorously considered and supporting by a clear rationale

Incumbents Initials

	2. Looks beyond the obvious and persist with analysis and solutions 3. Makes timely decisions
Making improvements	Drives continuous improvement: 1. Encourages creativity and innovation 2. Identifies and implements improved ways of doing things
Progressing change	Champions and implements change: 1. Communicates the positive side of change for the team and organisation 2. Assists the team to adapt to a changing environment 3. Influences others

Organisational Accountabilities:

The organisational accountabilities are the expected standards of performance all roles and levels in Council

Accountability	Action
1. Workplace Health and Safety	<ul style="list-style-type: none"> Actively participate and promote a health and safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness, and operate in accordance with Council's Health and Safety Duty Statement and associated safety policies/procedures.
2. Culture	<ul style="list-style-type: none"> Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Council. Comply with Council's Code of Conduct and all Council policies and procedures at all times.
3. Information Services and Technology	<ul style="list-style-type: none"> Protect and manage Council's information assets in accordance with legislative, Policy and process requirements. Use Council's technology appropriately and with respect.
4. Disaster Management	<ul style="list-style-type: none"> Assist, support and participate in Council's response to a disaster event, including any exercises and/or any event where the Business Continuity Plan is activated.
5. Customer Service	<ul style="list-style-type: none"> Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence.
6. Financial Accountability and Governance	<ul style="list-style-type: none"> Models compliance with Council's procurement Policy. Delegations may be applicable to this position and are detailed in the Delegations Corporate Register. Legislative Sub-Delegations and authorisations may also be applicable.
7. Corporate record keeping	<ul style="list-style-type: none"> Ensure that full and accurate records are made for all business transactions conducted on behalf of Council and that all records are appropriately retained in accordance with Council's recordkeeping requirements.

Incumbents Initials

Acknowledgment

I hereby agree to abide by Council values, policies and the Local Government Act and that this position description clearly outlines the overall responsibilities, physical requirements (through the relevant Job Dictionary) and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the position requirements represent the minimum requirements to perform the duties at the current level.

Signature of Employee	
Print Name	
Date	/ /

Incumbents Initials