



Position Description

Position Summary

Position Title:	Financial Accountant
Position Status:	Permanent, full time
Reports to:	Manager Financial Services
Location:	Administration Building Cnr Tamar and Cherry Streets, Ballina
Applicable Grade:	Grade 17

Position Objective

- To assist the Director Corporate and Community and Manager Financial Services in the effective financial management of the Council.
- To oversee Council's finance staff and ensure the efficiency of accounting functions.
- To ensure that the functions for which this position is responsible are performed efficiently, effectively and in accordance with the relevant local government regulations.

Organisational Relationships

Within Division:	Director Corporate and Community Management Accountant Debtors Officer Finance Officers	Manager Financial Services Assistant Accountant Creditors staff
Within Council:	General Manager All Council employees	
External to Council:	Members of the public Professional organisations Local businesses Government offices	Local businesses Auditors Public authorities Employees of other councils

Key Duties and Responsibilities

Key duties of the position include, but are not limited to, the following:

Customer Service

- Provide professional and timely advice to management, staff and the public with respect to position related matters.
- Interpret and apply technical concepts and practices to resolve formal complaints, problems and explain policy.
- Promote a positive image for Council through efficient and effective responses to public enquiries at the counter, over the phone and on site concerning general enquiries.

Application of Technical Skills

- Oversee Council's accounting functions, including reconciliation of accounts within the general ledger, preparation and posting of journals to the general ledger, daily completion of bank reconciliations, etc.
- Ensure delivery of financial plans and statutory requirements.
- Oversee Council's investments, loans and Section 94 contributions.
- Undertake financial reporting for Council, including preparation of annual financial reports as required and contribute to all areas of financial reporting.
- Assist with Council's monthly finance review process.
- Oversee and monitor Council's tax compliance through completing annual Fringe Benefits Tax Returns, monthly Business Activity Statement, and surveys, returns and acquittals as required.

Supervision and Performance Management

- Supervise the work of Management Accountant, Assistant Accountant, Finance Officers, Debtors Officer and Creditors staff.
- Facilitate the development of team goals and priorities.
- Develop and actively maintain team harmony and resolve any conflicts within the team.
- Conduct annual performance appraisals for staff, which reflect a frank and unbiased assessment of each individual's performance.
- Motivate staff to repeat exceptional performance and to improve poor performance.

Written Communication

- Respond to correspondence in accordance with Council's customer service and communication guidelines.
- Prepare clear and concise reports to Council and relevant governing bodies on issues as they relate to this position.
- Prepare material for use by the public that clearly and succinctly explains Council policies.
- Develop Council policies in relation to position, ensuring that policies reflect the culture, values and objectives of the organisation.

Financial Management

- Ensure works are undertaken and finances are managed within specified budgets.
- Ensure works are undertaken in compliance with designated resource allocation.
- Financial reports are provided in a clear and concise manner according to Council requirements.

Work Health and Safety

- Monitor the practical application of work health and safety in the daily work of section staff. This involves implementing and monitoring staff compliance with Council policies and procedures.

Teamwork

- Participate as a positive team member and contribute to the achievement of the team and organisation goals and objectives.

Continual Improvement

- Develop, implement and monitor systems to improve the delivery of financial services.

Key Outcomes and Performance Standards

The below key outcomes and performance standards are required by all staff. They are to be demonstrated each and every year to enable eligibility for assessment of pay progression.

The performance standards must occur within the context of Council's community and work environment, including day to day operations, policies and procedures.

Key Outcome	Performance Standard
<i>Follow defined WHS procedures</i>	<ul style="list-style-type: none"> • Workplace procedures and instructions for controlling risks are followed accurately. • Hazards in the work area are recognised and reported to the immediate supervisor. • Reports on accidents and incidents are provided to the immediate supervisor in accordance with Council requirements. • Assist others in the work team with implementing risk management policies and procedures.
<i>Provide service to customers</i>	<ul style="list-style-type: none"> • Handles requests for action or information using Council's protocol and procedures. • Responds accurately to verbal enquiries from the community about specific work area and functions. • Carries out all processes within the agreed Council timeframes.
<i>Work effectively within and for Ballina Shire Council</i>	<ul style="list-style-type: none"> • Duties are performed in accordance with Council administrative and people and culture policies such as timekeeping, records management, WHS and EEO. • Own work is monitored and improved, according to requirements for job quality, customer service. • Requests for assistance from other staff or the public are responded to promptly and appropriately. • Effectively contribute to change processes and other ideas in a constructive and productive way.
<i>Work with others in Council</i>	<ul style="list-style-type: none"> • Duties are undertaken in a manner that promotes cooperation and good relationships within Council. • Work information is shared with co-workers to ensure designated work goals are met. • Communication with others is conducted in a clear and concise manner and focused on the best way to achieve work objectives. • The principles and intent of Equal Employment Opportunity (EEO) are observed and implemented.
<i>Communicate effectively in the workplace</i>	<ul style="list-style-type: none"> • Participation with work group and other teams is supportive, efficient and effective, with the primary goal of helping achieve Council's objectives. • Participation in work meetings is consistent with purpose of meeting and meeting conventions understood and observed. • Information, instructions and decisions are understood and adhered to. • Provide concise, relevant work information in response to supervisor requests within designated timeframes.
<i>Follow defined ethical guidelines from Council, including its Code of Conduct and uphold Council values</i>	<ul style="list-style-type: none"> • Understanding and day to day implementation of Council's Code of Conduct and Public Interest Disclosures Act. • Any potential conflicts of interest are reported immediately to the relevant Council officer. • Support is given to other staff who may wish to report any potential conflicts of interest. • Understand and comply with Fraud and Corruption Policy and Plan.

Selection Criteria

The following essential and desirable criteria must be addressed as part of your application. Applications that do not address these criteria will not be considered.

Essential

Applicants must meet the following criteria:

- Behaviour that positively demonstrates Council's values of: creative, accessible, respect, energetic and safe.
- Tertiary qualifications at degree level in financial management or similar discipline.
- Proven experience in the areas of annual financial statement preparation, capital project accounting, corporate/business planning, cost accounting and reconciliations.
- Demonstrated knowledge and understanding of accounting standards.
- Demonstrated well developed communication skills, both oral and written.
- Proven well developed analytical and problem solving skills.
- Demonstrated computer literacy with experience in the use of accounting software and the Microsoft Office suite, with a high level of competency using Excel.
- Demonstrated experience in staff supervision and coordination, including the ability to lead and manage performance to achieve work goals and legislative compliance.
- Knowledge and understanding of the principles and practices of equal employment opportunity, risk management principles and work health and safety and an ability to apply them to the work practices.

Desirable

The following criteria are considered important and demonstrated capacity to satisfy them will be highly regarded:

- Understanding of local government legislation as it relates to the position.
- Statistical analysis experience.
- Member of Certified Practising Accountants or Institute of Chartered Accountants.
- Participation in continuing professional development.

Information Package

Financial Accountant

APPLICATIONS CLOSE: Sunday 23 May 2021

Position Overview

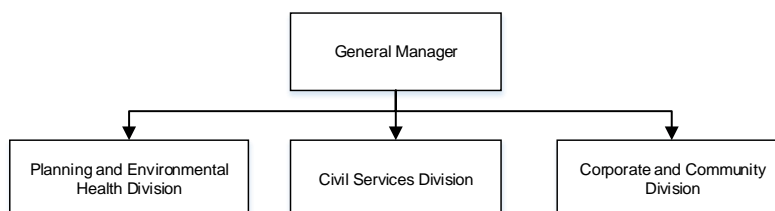
Reporting to the Manager Financial Services, the position of Financial Accountant is responsible for providing a high level of assistance in the effective financial management of Council through overseeing Council's accounting functions and the work of finance staff.

The position will lead and motivate a team to deliver quality financial services and projects consistent with Council's vision and the objectives.

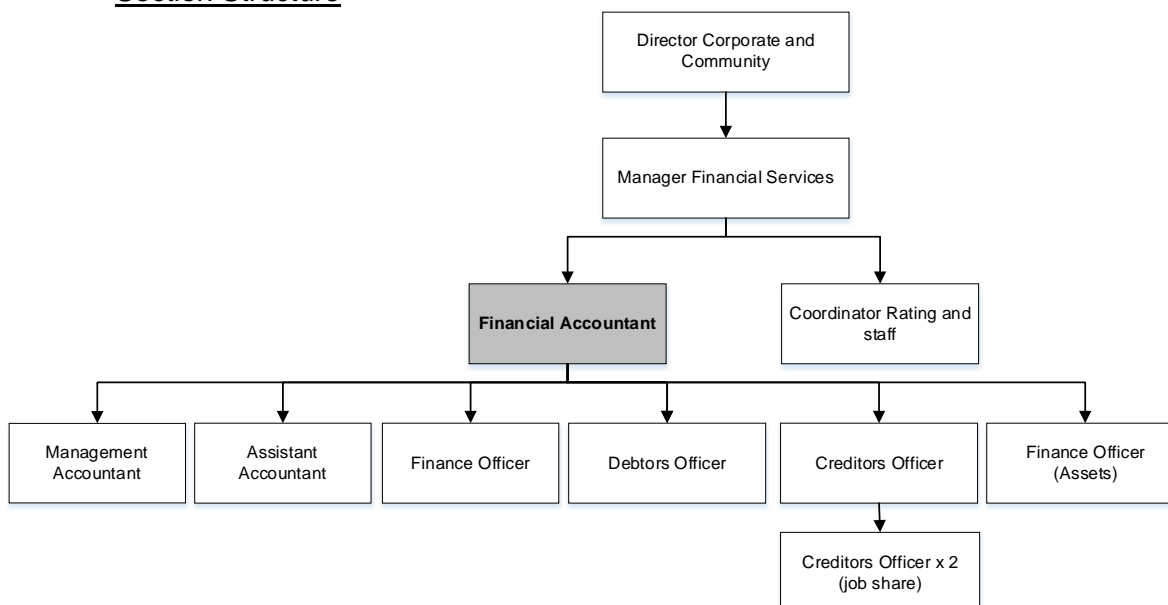
A key responsibility of the position will be to provide a high level of support to the manager in ensuring the section's goals and objectives are achieved.

Structure

Corporate Structure



Section Structure



Corporate Vision and Values

It is considered highly important that the vision and values of Council's employees align with that of Council. It is therefore paramount that the successful candidate for this position demonstrates qualities that will assist Council in achieving the following:

Vision: The Ballina Shire is safe, with a connected community, a healthy environment and a thriving economy.

Community Values: Creative | Accessible | Respect | Energetic | Safe

Pre-employment Assessments

Prior to being appointed to the position of Financial Accountant, short-listed candidates will need to successfully complete the following pre-employment assessments:

- Pre-Employment Medical self assessment – the completion of Council's Pre-employment Medical Self Assessment form to assess overall health and well-being to determine suitability to the duties of the position. Council will then determine the requirement for a medical assessment undertaken by a general practitioner.
- Criminal history check.
- Qualification verification check.

Remuneration Package

Conditions of employment will be in accordance with the terms and conditions pursuant to the Local Government (State) Award. The position of Financial Accountant is assessed at Grade 17 under Council's salary structure, providing an annual salary range of \$90,700 to \$104,000 (plus superannuation), dependent upon experience, skills and qualifications.

In addition, Council employees have access to a range of other benefits including educational assistance initiatives, a 19 day month flexible work arrangement, very attractive training support program and a subsidised non-compulsory uniform.

Application Requirements

Applicants must submit documentation addressing the selection criteria for the position. The essential and desirable criteria for the position of Financial Accountant are listed in the Position Description. Applications that do not address these criteria will not be considered. In addition, a resume with the following details needs to be provided:

- Relevant education and qualifications (interviewed candidates will need to produce original qualifications at time of interview)
- Relevant work experience
- Contact details of at least two professional referees, including your current employer.

Submission of Application

Applications can be submitted on line via the following link:

<https://ballina.nsw.gov.au/careers--88>

Recruitment Process

Council's recruitment process is conducted according to strict confidentiality and equal employment opportunity standards. It is Council's aim to complete the recruitment process and notify candidates of an outcome within four weeks of the closing date, however this timeframe can be extended due to unforeseen circumstances. As a guide, the expected timeframe for the recruitment process for Financial Accountant is as follows:

Closing date:	Sunday 23 May 2021
Interview date:	Week commencing 7 June 2021
Candidates notified of outcome:	Week commencing 14 June 2021
Proposed commencement date:	Early August (to be discussed with preferred candidate)

For further information on this recruitment process, please refer to Council's website or contact Council's People and Culture section on 02 6686 1443.