**Position Title: senior accounting officer**

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| **DIRECTORATE** | **SECTION** | **GRADE** |
| **FINANCE & CORPORATE SERVICES** | FINANCE | 8-10 |

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| **ORGANISATION RELATIONSHIPS** | |
| **Position title of Supervisor**: | FINANCE MANAGER |
| **Positions which report directly to this position:** | Senior Creditors Clerk, Creditors Clerk, Payroll Officer, Customer Service Officer and Accounting Officer |
| **Positions which report indirectly to this position:** | Nil |
| **Other Key Working Relationships:** | Other Finance & Corporate Services Staff, Environmental Services Staff, and Engineering & Technical Services Staff. |

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| **PRIMARY PURPOSE OF POSITION** |
| * To provide financial accounting support to the Finance Manager. * Assist with the preparation of the annual financial statements and other statistical returns. * Undertake a variety of accounting and financial functions including general ledger integrity, asset accounting, management of Council’s investments and completing grant acquittals. * Supervising and monitoring the efficiency of the creditors and payroll section, supervise the Accounting officer and the Customer service officers |

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| **SECTIONAL STRUCTURE** |
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| **KEY ORGANISATIONAL DRIVERS** | |
| **Service Guarantee** | Cabonne Council is committed to providing our community with high quality service which meets their reasonable expectations. Business will be fair and completed in an appropriate timeframe and stakeholders will be treated with honesty and integrity at all times. Council recognises that providing high quality service will help us to serve our community in the best possible way. |
| We can achieve this by;   * Delivering a high level of service to both external and internal stakeholders in line with Council’s Policy on Service. * Fostering a responsive and prioritised approach to service delivery. * Identifying and acting upon opportunities to improve service processes and systems in collaboration with stakeholders. |
| **Asset Management** | Asset management is a systematic process of deploying, operating, maintaining, upgrading and disposing of assets cost-effectively. Asset Management is the practice of managing assets to achieve the greatest return (IE productive assets such as plant and equipment), and the process of monitoring and maintaining, with the objective of providing the best possible services and facilities to our community and its stakeholders. |
| We can achieve this by;   * Utilising Council’s assets in an efficient, effective and economical manner. * Ensuring Council’s services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment. * Creating an environment where all Council employees take an integral part in the overall management of Council assets by creating and sustaining an asset management awareness in all that we do. |
| **Risk Management** | Cabonne Council is committed to using an Enterprise Risk Management Framework to guide council’s approach to risk management including council’s risk appetite and council’s commitment to our risk strategy. Risk Management is integrated into all business activities and systems and we are guided by the Australia/New Zealand standard AS/NZS ISO 31000:2009 Risk Management – Principles and guidelines. |
| We can achieve this by;   * Taking reasonable and practical steps to minimise Council’s exposure to risk including health and safety, contractual, legal, professional and public liability within the scope of your position responsibility and expectation of the position. * Integrating and embedding risk management into all ongoing business activities, processes, procedures, systems and reports in accordance with Council’s Enterprise Risk Management (ERM) system. * Monitoring the external environment to identify potential risks, complacency is a concern just as much as the risk itself. |
| **Business Improvement** | Cabonne Council is committed to fostering a culture of Business Process Improvement (BPI) via optimising our processes to achieve more efficient results. Our guiding principles are about being informed, innovative and actively seeking out new ideas. We aim to be known for our forward thinking, planning & execution approach. We act with a sense of urgency, we learn from our successes and mistakes and we balance opportunity and risk management appropriately to achieve our Community Strategic Plan. |
| We can achieve this by;   * Having an ongoing commitment to organisational effectiveness, by working in the best interest of the Cabonne community at all times, respecting and communicating effectively with colleagues, by acting honestly, demonstrating transparency and having a willingness to share information and work together to achieve the best outcomes. * Understanding the importance of taking care of today and actively preparing for tomorrow. We can do this by embracing innovation, technology and sustainability when delivering the key responsibilities of our positions. * Regularly reviewing our services and facilities to ensure the Council offers value to the community in terms of cost, quality, reliability and timeliness. * Ensuring our decisions are economically, socially and environmentally sustainable. |

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| **KEY PERSONAL SKILLS AND COMPETENCIES** | | |
| As a strategically driven organisation, Council demonstrates its values and organisational drivers through demonstrated workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. | | |
| **(Personal) behaviour competencies** | | * Is honest and respectful towards others and works as part of a team. * Displays appropriate behaviour in the workplace in line with Council’s Code of Conduct. * Takes ownership and responsibility for their key responsibilities and accepts direction. * Demonstrates initiative and a willingness to put forward ideas along with demonstrating a personal interest toward improving the way key responsibilities ‘could’ be achieved. * Possesses appropriate skills and emotional intelligence to resolve working relationship issues if they arise. * Demonstrates flexibility and resilience to cope with change. |
| **Managing others competencies** | * Leads by example and encourages their team to strive to exceed expectations. * Displays humbleness via putting 'We' before 'I', showing trust and gives empowerment to their team, listens, shares and promotes openness in team communication. * Displays the ability to define expectations, assess performance & hold direct reports accountable. * Demonstrates ability to effectively delegate to direct reports, encourage ownership & regularly follows up and gives feedback. * Demonstrates the willingness & ability to coach and develop direct reports. | |
| **Qualifications/**  **Licences** | | * Highly Desirable – Degree in Accounting/Finance * Class C driver’s licence. |
| **Skills and Experience** | | * Strong financial accounting background. * Experience in the preparation of annual financial statements and an understanding of accompanying notes. * Experience in the preparation of statistical returns including Fringe Benefit tax returns and Business Activity statements. * Strong ability in the use of accounting software and other relevant software applications. Experience in Synergy Soft would be highly desirable. * Experience in all areas of Asset accounting. Experience in Assetic or other asset management software would be highly desirable. * Strong accounting skills with the ability to undertake project accounting and complex reconciliations. * Experience in the preparation of budgets. Experience in Power budget software would be highly desirable. * Ability to supervise and lead a small team. * Demonstrated ability to analyse and report on financial data. * Strong Excel knowledge in particular advanced formulae. * Ability to work in a team environment. * Accuracy with a high attention to detail. * Highly systematic and organised approach to work with strong prioritisation and time management skills. * Excellent verbal and written communication skills with the ability to liaise with customers and staff at all levels. |

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| **KEY RESPONSIBILITIES** |

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| **Activities** | **Description of activities and responsibilities** |
| **IP&R Focus Area- Future Direction 4: Grow Cabonne’s Culture and Community** | |
|  | * Provide timely and efficient assistance with the preparation of annual statements including completion of notes for annual financial statements, special schedules and special purpose reports. * Accurately prepare statistical returns (BAS) and prepare when necessary. * Actively participate in the completion of the Fringe Benefit Tax return. * Provide timely and efficient assistance in accounting requirements of Section 355 committees. * Effectively undertake project accounting. * Monitor the efficiency of the Creditors section, including supervision of their staff. * Accurately complete voucher verification on a weekly basis. * Ensure the general ledger is in balance and ensure the integrity of Council’s accounting system. Process general journals as required. * Manage Council’s investments according to Council’s investment policy. * Assist with preparation of annual budget * Complete monthly council report on investments * Accurately maintain Council’s asset register including all accounting treatments depreciation, disposals, additions, revaluations. * Accurately complete grant acquittals and maintain Council’s grant income. * Ensure customer service requests are followed through and the actions and outcomes are adequately documented with electronic notes within Council’s records system. |

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| **SIGNED BY EMPLOYEE:**  **(Acknowledging they have read and understood):** |  |
| **SUPERVISOR/MANAGER:** |  |
| **DIRECTOR:** |  |
| **DATE SIGNED:** |  |