Role Description

Accountant – Financial Services

Title	Accountant – Financial Services
Classification/Grade/Band	Band 3 Level 2
Group/Unit/Section	Chief Financial Officer / Financial Services
Reports to	Senior Accountant – Financial Services

Vision

A vibrant and sustainable Central Coast.

Purpose

To provide valuable services that strengthens and support the Central Coast Community.

Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the Accountant- Financial Services is responsible for financial and management accounting aspects of Council's Finance operations. It is responsible for ensuring all day to day financial records are captured and reported accurately in timely manner. It also assists other areas within Financial Services to efficiently carry out Finance operations activities.

The position of Accountant Financial Service is required to engage with other team members, provide quality customer service and create value for the community.

Key Duties and Responsibilities

- Contribute to the successful achievement of the Unit's corporate objective by providing accounting and analytical support.

- Assist in upholding the integrity of data within the Finance systems. Process complex payroll journals, Standard costs allocations and other adhoc journals.

- As directed assist the team in preparing monthly general ledger reconciliations, investigate and remediate gaps in accounting processes in a timely manner.

- Assist team in financial analysis and modeling of large and complex data, as required.

- Prepare and maintain non-financial statistical data of finance operations

- Identify opportunities for improved financial performance, reduced costs and revenue opportunities

- Assist in developing strategies to improve and manage performance and effectiveness of Financial Services, including business processes and systems, for the organisation relevant to the responsibilities of the role.

- Perform any other finance related duties, tasks or projects employer may assign, having regards to incumbent's skills, training and experience

Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role.

- Decisions are either guided by practices, procedures and precedent or made in consultation with the immediate supervisor.

- Decisions affect own work only.

- The work of the Accountant – Financial Services influences the external environment by ensuring services are consistent with Council standards.

- The Accountant – Financial services is accountable for own work performance. Liability generally lies with the supervisor or Council as the employer.

- Identify requirements as an input to budget development

- Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area

Personal Attributes

- Give frank and honest feedback/ advice and seek to listen and understand when ideas are challenged;
- Represent the organisation honestly, ethically and professionally and encourage others to do so;
- Demonstrate a high level of personal motivation, take opportunities to learn new skills, develop strengths and examine and reflect on own performance;
- Support initiatives that create an environment where diversity is valued.

Interpersonal Skills

- Write fluently in a range of styles and formats and tailor communication to the audience;
- Identify customer service needs, understand customer perspectives and implement responsive solutions.
- Build cooperation and overcome barriers to information sharing and communication across teams/ units;
- Lead and facilitate productive discussions with staff and stakeholders, encouraging others to talk, share and debate ideas.

Business Enablers and Technical Skills

- Provide guidance, coaching and engage staff in change process and recognise cultural barriers that undermine change;
- Use expertise and seek others assistance to achieve work outcomes;
- Ensure current work plans and activities support and are consistent with organisational change initiatives;
- Research and analyse information, identify interrelationships and make recommendations based on relevant evidence;
- Ensure that actions of self and others are focused on achieving organisational outcomes;
- Take account of financial implications and return on investment when planning financial transactions;



- Support compliance with records, information and knowledge management requirements of the organization;
- Be aware of procurement and contract management risks and actions to mitigate these;
- Evaluate progress and identify improvements for future projects.

Team Work

- Ensure team objectives achieve business outcomes that align with organisational policies;
- Plan and monitor resource allocation effectively to achieve team objectives.

QUALIFICATIONS

Essential

- Degree qualifications in Finance or Accounting, or related field OR demonstrated solid contemporary experience in a similar role, combined with ongoing professional development;

Desirable

- Membership of or equivalent qualifications for membership of the Australian Society of Certified Practicing Accountants (CPA), or the Institute of Chartered Accountants in Australia (ICAA).

EXPERIENCE

- Demonstrated experience in a similar role working in a large organization
- Demonstrated experience using complex integrated financial systems (e.g. Oracle or equivalent) and extensive experience using Microsoft Excel at an advanced level.
- Considerable experience and knowledge of Australian accounting standards and demonstrative experience of working within highly legislative environment
- High level capacity to plan and prioritise, time manage, organise workloads and demonstrate ownership and account ability for own work performance in order to meet changing priorities, organisation goals and legislative timeframes.

- Considerable experience working in a team environment and with staff at all levels of the organisation and an ability to provide timely, accurate and effective financial advice and support and demonstrate ownership and accountability for own work performance and outcomes.

- Demonstrated proficiency in providing technical expertise, support and advice to relevant staff to allow them to effectively undertake their responsibilities and duties;

Key Relationships

Internal	External
Executive Team	Members of the public/residents/ratepayers
Unit Managers	State and Federal Government Agencies
Council employees	Community Organisations – service clubs etc.
	Professional / Industry associations
	Vendors