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| **Title** | Accountant |
| **Classification/Grade/Band** | Band 3 Level 2 |
| **Group/Unit/Section** | Finance/Financial Performance/Financial Systems |
| **Reports to** | Financial Controller Systems |

**Vision**

A vibrant and sustainable Central Coast.

**Purpose**

To provide valuable services that strengthen 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 role of Accountant – Financial Systems is responsible for the delivery of the day to day operations of Council’s financial systems and business process development, ensuring system integrity, financial integration of Council’s information systems in accordance with the organisational and finance strategic objectives.

The position of Accountant – Financial Systems is required to provide quality customer service and create value for the community.

**Key Duties and Responsibilities**

* Support projects to improve effectiveness of financial services and to maintain and enhance the integrity and financial integration of Council’s information systems;
* Proactively research new developments in the areas of system expertise and business process to recommend and implement appropriate changes to core systems striving for continuous improvement;
* Maintain system data, tables, and integration relationships across council’s financial systems, including the timely opening and closing of systems reporting calendars;
* Evaluate and test any approved systems patches, upgrades or improvements and hardware/infrastructure changes including User Acceptance Testing (UAT), interface with General Ledger and other applications impacted. Where issues arise from UAT resolve the issues with internal and external stakeholders;
* Develop and maintain appropriate documentation relating to user guidelines, training material, configuration documents and testing procedures;
* Demonstrate commitment to customer service by taking responsibility for delivering high quality services that result in a positive community impact;
* Promote collaboration by identifying opportunities to work with other teams/units to solve issues and develop better processes and approaches to work including the delivery of relevant training to the organisation;
* Delivery of reporting solutions from the core financial systems;
* Look for ways to improve system integrity and efficiency. Be conscious of constraints and be aware of system change implications on the business;
* Perform any other duties, tasks or projects the employer may assign, having regard to the 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 Systems influences the external environment by ensuring services are consistent with Council standards;
* The Accountant - Financial Systems is accountable for own work performance. Liability generally lies with the supervisor or Council as the employer;
* Identifies requirements as an input to financial systems maintenance;
* Look for ways to improve system integrity and efficiency. Be conscious of constraints and be aware of system change implications on the business.

**Personal Attributes**

* Be adaptable, flexible and focused when dealing with change;
* Represent Council honestly, ethically, professionally and lead by example;
* Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
* Be responsive to the input of others and works to understand their perspectives.

**Interpersonal Skills**

* Listen to others and asks appropriate, respectful questions and adapts behaviour accordingly;
* Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers’ needs;
* Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
* Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.

**Business Enablers and Technical Skills**

* Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
* Understand the team/ unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
* Identify issues that may impact on task completion and provides appropriate solutions;
* Understand delegations and act within authority levels;
* Exercise fiscally responsible behaviour and remain up to date with financial delegation processes;
* Support system improvement initiatives and embrace new technologies;
* Purchase under delegation and comply with procedures;
* Understand project goals, action tasks and expected outcomes and identify and escalate project variances.

**Team Work**

* Recognise and acknowledge individual/ team performance;
* Monitor and use resources responsibly to achieve team objectives;
* Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.

**QUALIFICATIONS**

**Essential**

* Degree qualifications in Finance or Accounting, and/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 using complex integrated financial systems e.g. Oracle, Civica or equivalent and extensive experience using MS Excel at an advanced level;
* Experience, knowledge and understanding of Australian Accounting Standards. Demonstrated ability to interpret and apply additional regulatory reporting requirements. (Including Local Government Act (1993), Local Government (General) Regulation 2005, Local Government Code of Accounting Practice and Financial Reporting, OLG Guidelines, Ministers Orders and Circulars, and Water Management Act (2000);)
* Considerable experience in the maintenance and development of reporting solutions, systems integration, investigations, recommendations and sustainable solutions for the organisation. Capacity to plan and prioritise, time manage and organise workloads in order to meet changing priorities, organisation goals and legislative timeframes;
* 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 systems advice and support and demonstrate ownership and accountability for own work performance and outcomes;
* Proven ability to exercise initiative and self-motivation and to build strong creditable relationships and promote a positive, collaborative work environment to achieve organisational outcomes by influencing, persuading and negotiating outcomes;
* Proven ability to assess and interpret information to formulate recommendations and provide specialist advice to enable the organisation to achieve quality outcomes.

 Key Relationships

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| Internal | External |
| Leadership Team | Community |
| Unit Managers | State and Federal Government Agencies |
| Council employees | Vendors |