

Role Description

Financial Accountant



Title	Financial Accountant
Classification/Grade/Band	Band 3 Level 2
Group/Unit/Section	Corporate Services / Finance / Financial Accounting and Assets
Reports to	Team Leader Financial Accounting

Vision

A vibrant organisation doing great things.

Purpose

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

Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best, Be Positive and Be Safe. 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 Financial Accountant is responsible for overseeing and contributing to the delivery of financial reporting, financial accounting and management accounting solutions. It is responsible for the day to day work undertaking operational work or service provision, and to collaborate with others to complete the programs and projects of the Unit.

The position of Financial Accountant is required to engage with employees, providing quality customer service and create value for the community.

Key Duties and Responsibilities

- Contribute to the successful achievement of the Unit's corporate objectives by providing accounting and analytic support and advice;
- Deliver timely and accurate balance sheet and operating statement general ledger account reconciliations;



- Assist team in financial analysis and modelling of large and complex data, as required;
- Assist in the management of corporate financial policy, financial systems, and Council's internal control framework that ensures compliance with accounting standards and effective use and protection of Council's resources;
- Demonstrate comprehensive investigative, analytical, and interpretive skills to resolve items identified in general ledger reconciliations and devise sustainable financial solutions for the organisation;
- Manage and protect Council's financial resources through effective internal controls within the unit's area of responsibility;
- 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;
- 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;
- The work of the Financial Accountant influences the external environment by ensuring services are consistent with Council standards;
- Decisions are either guided by practices, procedures and precedent or made in consultation with the immediate supervisor;
- Decisions affect own work only;
- The Financial Accountant is accountable for own work performance. Liability generally lies with the supervisor or Council as the employer;
- Identifies 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

- 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.

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 organisation;
- 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, 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 Practising Accountants (CPA), or the Institute of Chartered Accountants in Australia (ICAA).

EXPERIENCE

- Demonstrated experience in a similar role working in a large organisation;
- Demonstrated experience using complex integrated financial systems (e.g. Oracle or equivalent) and extensive experience using MS Excel at an advanced level;
- Considerable experience, knowledge and understanding of the legislative and reporting framework for Local Government which includes but is not limited to Australian Accounting Standards, Local Government Act 1993, Local Government (General) Regulation 2005, Local Government Code of Accounting Practice and Financial Reporting, OLG Guidelines and Ministers Orders and Circulars;
- Proven ability to exercise initiative and self-motivation and to build relationships and promote a positive, collaborative work environment to achieve organisational outcomes;



- Extensive experience in the maintenance and development of reporting solutions, investigations, recommendations and sustainable solutions for the organisation;
- High level capacity to plan, prioritise, time manage and organise workloads in order to meet changing priorities, organisation goals and legislative timeframes;
- Proven ability to assess and interpret information to formulate recommendations and provide specialist advice to enable the organisation to achieve quality outcomes.

Key Relationships

Internal	External
Unit Managers / ELT	Members of the Public/residents/ratepayers
Section Managers/Team Leaders	Professional/Industry associations
Other Council employees (not including direct reports)	State and Federal Government Agencies

