

## Position Description

<b>Position:</b>	Treasury Accountant
<b>Directorate:</b>	Governance
<b>Service Unit:</b>	Finance
<b>Salary Point:</b>	16
<b>Position Reports To:</b>	Manager Corporate Finance
<b>Staff Management:</b>	Responsible for own work only
<b>Budget Responsibility:</b>	Yes
<b>Date PD Reviewed:</b>	June 2015

### Organisation Context of Position

City of Newcastle (CN) employs over 900 staff and is responsible for a local government area of 187km<sup>2</sup>. Newcastle has a population of 161,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, CN has a variety of locations across the City and encompasses five groups who lead the vision to be a Smart Sustainable City through a Smart Organisation that puts people first. These include:

- Governance
- Strategy and Engagement
- City Wide Services
- Infrastructure and Property
- People & Culture

The purpose of the Governance Directorate is to provide legal compliance and advice to inform evidence-based decision making throughout and across CN including:

- Legal compliance, good governance and ethical decision making
- The Directorate is primarily internal facing to effect regulatory and compliance advice across and on behalf of CN through internal services to all service units.
- The Directorate will also have direct community contact through the Regulatory, Planning & Assessment functions and customer/Councillor requests for information and advice.
- The direct customer is CN through good governance across the organisation however, service provision must also be maintained to relevant external agencies.
- Ensure cross functional working relationships, connections and collaboration to achieve 'whole of organisation' objectives.

The Service Units and Elements that form the Governance Directorate are:

- Finance
- Legal
- Regulatory, Planning & Assessment
- Transport and Compliance

Workplace Health & Safety	
WHS RAA Level	Level 6
For specific WHS Responsibilities, Authorities & Accountabilities applicable to this position, the position holder will refer to the WHS Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WHS Responsibilities, Authorities & Accountabilities.	

## Position Responsibilities

- Independently manage Investment and Loan Portfolio's in accordance with the Local Government Act 1993, General Regulation 2005, Ministers Guidelines for Investment and Borrowing, Australian Accounting Standards and CN Policy and Strategy.
- Estimate and formulate Daily Cash flow to ensure organisational, operational, capital and strategic expenditure outflows are provided for.
- Provide recommendations on suitable investment products to ensure surplus funds are invested in accordance with Legislation, Regulations and Policy.
- Conduct an analysis and review of monthly investment summary reports to advise management on strategies and recommendations to consider in relation to its current investment portfolio.
- Produce clear and concise documentation in accordance with the relevant Legislation and Statutory Regulations to satisfy reporting obligations that clearly represents CN's investment position to external stakeholders inclusive of investment compliance reporting covering investment product and institution diversification, maturity profiling, ethically rated investments, portfolio performance against industry benchmark, market update commentary and relevant industry financial indicators and trends.
- Execute and co-ordinate external loan tender processes and analyse and evaluate loan tender submissions in accordance with Legislation, Regulations and Policy requirements.
- Analyse and compile financial information to monitor and model the capacity of General and Statutory Reserves to service annual budget requirements and specific project allocations. Preparation of sensitivity analysis to ensure CN's Reserves is operating at a level that satisfies the Corporate Reserve Policy in relation to minimum holdings.
- Recommend key economic indicators and trends for Investment and Loan portfolio management for CN's Long Term Financial Plan. Investigate financial market commentary and Reserve Bank of Australia (RBA) policies to assist with forward projections. Preparation of sensitivity analysis to ensure CN's Reserves is operating at a level that satisfies the strategic direction of the LTFP.
- Independently prepare Investment, Loan and Reserve calculations for Annual Financial Statements in accordance with AASB 139, AIFRS, OLG Code of Accounting Practice and Financial Reporting and Statutory Requirements. Calculation of financial, operational and statistical data for Statutory Returns and submissions to various Government Agencies, especially with regard to CN Investments and Loans.

# Governance

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- Provide specialist accounting support and advice to the Governance Directorate and other Service Units in relation to project feasibility, funding options and system implementation. Maintain knowledge of current and emerging accounting issues affecting the services provided by the Corporate Finance Team to the organisation.
- Any other accountabilities or duties as directed by Supervisor/Manager which are within the employee's skill competence and training.

## Position Selection Criteria

### Essential

- Degree qualifications in an Accounting or Finance related discipline.
- Intricate knowledge of Investment Products, Financial Markets and their operations.
- Demonstrated capacity to provide specialist accounting, finance and business advisory support, interpret financial performance and drive improvements in operational processes.
- Proficiency in the preparation of Annual Financial Statements in accordance with Australian Accounting Standards, with particular regard to Investments, Loans and Reserves.
- Demonstrated experience in research and analysis and identifying trends to support the development of documentation, informed decision-making and planning.
- Well-developed organisational and time management skills with the ability to prioritise competing tasks in order to achieve strict deadlines and corporate outcomes.
- High level written and oral communication skills and an ability to work in a team towards the achievement of organisational goals.
- High-level computer literacy skills in the use of Microsoft applications.

### Desirable Criteria

- Undertaking/completed the Certified Practicing Accountant (CPA) Program with CPA Australia, or the Chartered Accountant program with the Institute of Chartered Accountants Australia (ICAA) or equivalent.
- Demonstrated experience in communicating and liaising with external parties such as External Auditors, Independent Financial Advisors, Investment Brokers and Financial Institutions.
- Knowledge and ability to interpret and apply relevant legislation affecting Local Government including but not limited to the Local Government Act 1993, Ministers Guidelines for Investment and Loans, Local Government Code of Accounting Practice and Financial Reporting and Council Policy and Strategy.
- Understanding of AASB 139 "Financial Instruments" in relation to financial reporting on Investments and Loans