



## INFORMATION PACKAGE

### POSITION VACANT

### FINANCIAL ACCOUNTANT

REF NO: ESC388

**CLOSING DATE: 4.30PM THURSDAY 3 DECEMBER 2020**

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Email: [positions@esc.nsw.gov.au](mailto:positions@esc.nsw.gov.au)

Thank you for enquiring about this position.  
If, after reading the information in this package, you would like further information please contact Patrick Dunn on (02) 4474 7410



**Collaborative Respectful Team Spirit Professional Open + Trusting**



## Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website [www.esc.nsw.gov.au](http://www.esc.nsw.gov.au)

## Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

## Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.



## Position Description

### Financial Accountant


Position Code	449
Division	Finance
Location	Moruya Administration Offices
Band/Level	Professional / Specialist Band 3 Level 1 - Level 2

### Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

     <b>Our values</b>	<b>We collaborate</b>	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	<b>We are respectful</b>	We show respect and compassion to each other and our community. When there are issues, we go to the source.
	<b>We show team spirit</b>	We nurture and value our relationships, bringing out the best in each other.
	<b>We are professional</b>	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
	<b>We are open and trusting</b>	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

## Primary purpose of the position

To support and assist the financial accounting function and other services provided by the finance section.

## Main duties and key result areas (KRA)

1. Provide support for the Senior Financial Accountant.  
*KRA: That tasks delegated are competently handled within agreed time frames.*
2. Assist with preparation of annual financial accounts.  
*KRA: That delegated Annual Financial Statement tasks are completed correctly in accordance with agreed timetable.*
3. Responsible for the integrity and maintenance of the financial information system.  
*KRA: That the integrity and maintenance of the financial chart and other financial system components are maintained on a timely basis including chart update request, reconciliations and internal control integrity processes.*
4. Assist with ensuring effective and efficient use of financial system functionality.  
*KRA: That assigned tasks to understand and utilise specific financial system functionality or tools are performed within agreed timeframes and to the agreed specifications.*
5. Assist with the administration of the loan portfolio with respect to borrowing requirements in accordance with legal and policy requirements.  
*KRA: That there is no action or omission that infringes legal requirements of Council's borrowing policy; loan raising and associated administration is carried out correctly; utilisations are processed at least quarterly; all repayments are processed correctly and on time; loans register is accurately maintained.*
6. Assist with Management Accounting tasks as required during peak workload times.  
*KRA: That any tasks contributing to Management Accounting are completed correctly and in accordance with agreed times.*
7. Prepare or assist with grant acquittals, surveys and statistical returns as required.  
*KRA: That delegated grant acquittals, survey and statistical returns are actioned in accordance with agreed priorities and within timeframes.*
8. Internal audit/control checks as required  
*KRA: That all significant control, errors or other problems, potential or actual, that become known are reported to the Financial Accountant or Divisional Manager Finance as soon as possible.*

9. Provide excellent internal and external customer service, ensuring appropriate quality control and risk assessment.

*KRA: That no significant problems arise through lack of appropriate and reasonable attention to customer service, quality control and risk assessment or adherence to the local government accounting code or GAAP.*

10. Follow EEO and diversity principles and practices.

*KRA: Work practices are compliant with EEO and diversity policies and procedures.*

11. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.

*KRA: Council's WHS Policy and procedures complied with.*

### Qualifications/Experience (Selection Criteria)

#### Essential

1. Sound understanding of accounting principles gained through appropriate tertiary study or experience.
2. Demonstrated ability to prepare financial reports and reconciliations.
3. Demonstrated ability in applying analytical and problem solving skills to either accounting issues or projects.
4. Demonstrated ability to adhere to organisational and professional values.
8. Excellent oral and written communication skills.
9. Excellent teamwork, public relations and customer service abilities.
10. Ability to organise workloads and meet deadlines.
11. Demonstrated skills in Accounting software applications, Excel, and other Microsoft Office products.
12. Willingness and ability to follow EEO and diversity principles and practices.
13. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

#### Desirable

1. Knowledge and or experience of Local Government accounting and reporting requirements.
2. Experience in Tech One Local Government accounting software.

*Appointment to this role is dependent on an assessment of the results of a National Criminal History Record Check*

**The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.**

**EMPLOYEE:** Position Vacant

**SUPERVISOR:** Patrick Dunn – Senior Financial Accountant

**DATE:** November 2020

## CONDITIONS OF EMPLOYMENT

Position Title:	Financial Accountant
Reference Number:	ESC388
Grading:	Grade 14 of Council's salary system
Salary Range:	<p>In the range of \$1,536.69 to \$1,637.78 gross per week comprised of:</p> <ul style="list-style-type: none"> <li>* \$1,403.37 to \$1,495.69 base salary,</li> <li>* \$133.32 to \$142.09 superannuation (calculated at 9.5%)</li> </ul>
Award:	Local Government (State) Award 2020
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Pre-placement Medical:	An offer of employment for this position may be subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Hours of Work:	<p>Full-time, 35 hours per week. Office hours are:</p> <p>8.30am to 4.30pm Monday – Friday</p> <p>ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.</p>
Location:	Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.



Leave Entitlements:

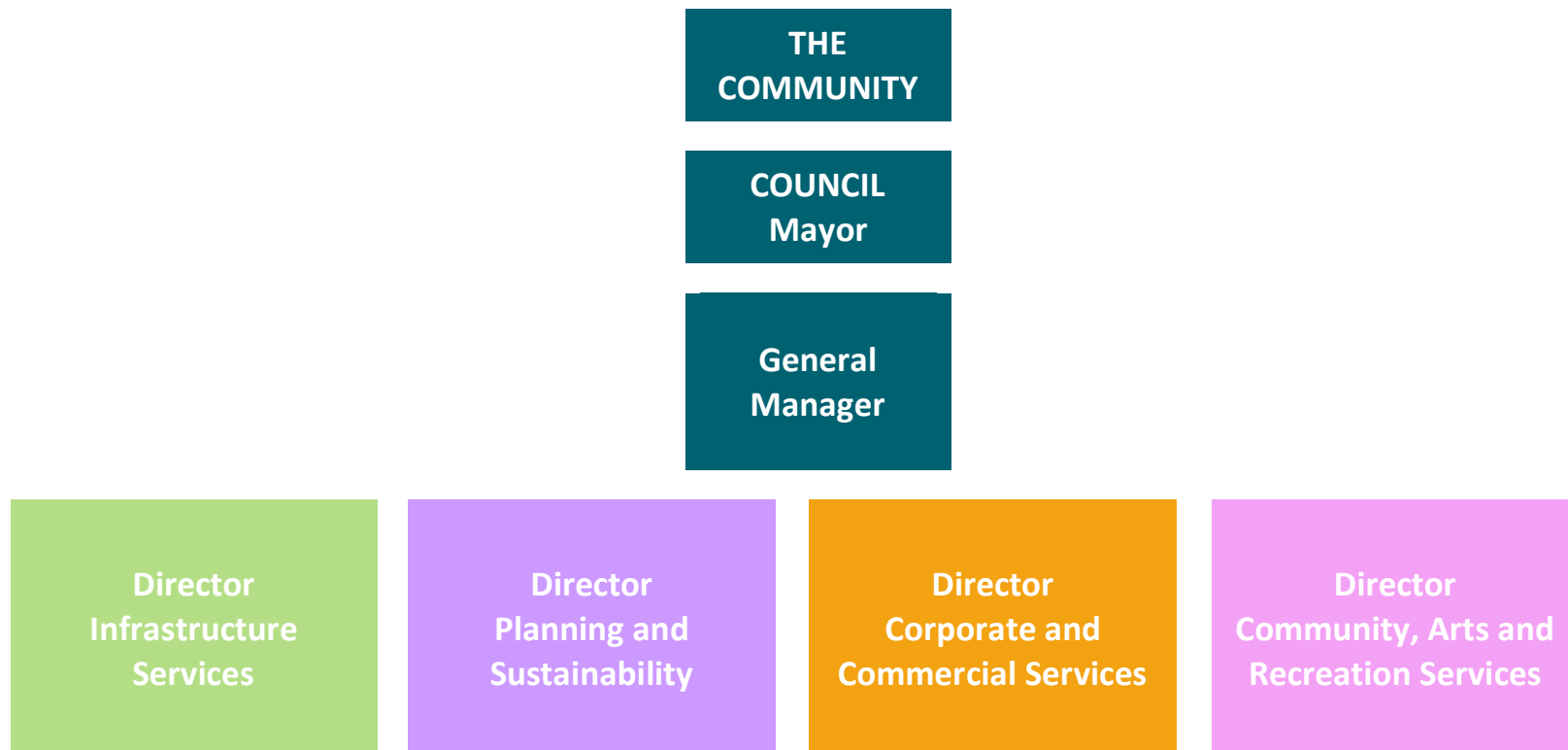
4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

## EUROBODALLA SHIRE COUNCIL ORGANISATION CHART

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## EUROBODALLA SHIRE COUNCIL DIVISION CHART

