

POSITION DESCRIPTION				
<b>Position Title:</b>	Accounting Support Officer		<b>Position No:</b>	5434
<b>Directorate:</b>	Organisational Services		<b>Section:</b>	Financial Services
<b>Unit:</b>	Financial Operations		<b>Sub Unit:</b>	
<b>Reports To:</b>	Senior Management Accountant		<b>Directs Reports:</b>	Nil
<b>Indirect Reports:</b>	Nil		<b>Location:</b>	Maryborough
<b>Version: Feb 2019</b>	<b>Evaluated: HC71</b>	<b>Status: Approved</b>	<b>By: EMPD</b>	<b>Review: Feb 2020</b>
<b>Position Objective</b> To provide assistance and support in respect of the day-to-day operations of the financial operations team including grant funding, taxation obligations and reporting.				<b>Our Values</b> Trust Respect Accountability Initiative Teamwork Service
Key Responsibilities and Indicators				
Key Result Areas	Key Accountabilities			Performance Indicators/Outputs
<b>Financial Reporting</b>	<ul style="list-style-type: none"> <li>➤ Provide financial management reports as required.</li> <li>➤ Provide support and advice regarding financial enquiries.</li> <li>➤ Assist in the preparation of monthly financial reports.</li> <li>➤ Provide back up for monthly reconciliation process.</li> <li>➤ Prepare payment reports for ATO per requirements.</li> <li>➤ Train other sections of Council in the use of financial systems.</li> </ul>			<ul style="list-style-type: none"> <li>➤ Timely and accurate response.</li> </ul>
<b>General Ledger</b>	<ul style="list-style-type: none"> <li>➤ Process journals as required.</li> <li>➤ Balancing of various accounts including cash suspense account.</li> <li>➤ Import payroll journal as required.</li> <li>➤ Prepare payroll reconciliation.</li> <li>➤ Interrogate accounts to ensure accuracy.</li> <li>➤ Interrogate data as required.</li> </ul>			<ul style="list-style-type: none"> <li>➤ Processed in timely and accurate manner.</li> </ul>
<b>Cash &amp; Investments</b>	<ul style="list-style-type: none"> <li>➤ Provide back up for bank reconciliation.</li> <li>➤ Perform Treasury function including management of investments.</li> <li>➤ Maintain the investment register including preparation of reports.</li> <li>➤ Provide monthly reconciliation for reports.</li> <li>➤ Balancing and processing of trust ledger transactions.</li> <li>➤ Provide cash flow calculations and analysis of cash holdings.</li> </ul>			<ul style="list-style-type: none"> <li>➤ Daily as required.</li> </ul>
<b>Taxation</b>	<ul style="list-style-type: none"> <li>➤ Preparation of business activity statements.</li> <li>➤ Processing of log book information for FBT</li> <li>➤ Analysis and collation of data for FBT</li> <li>➤ Preparation of the FBT return and information gathering.</li> <li>➤ Other taxation tasks as required.</li> </ul>			<ul style="list-style-type: none"> <li>➤ Monthly.</li> </ul>
<b>Grants &amp; Subsidies</b>	<ul style="list-style-type: none"> <li>➤ Preparation of grant acquittals.</li> <li>➤ Maintenance of operating grants register.</li> <li>➤ Collation of data for operating grant audits.</li> </ul>			<ul style="list-style-type: none"> <li>➤ Timeframes met in accordance with</li> </ul>

	➤ Reconciliation of operational grants.	legislative requirements.
<b>Systems</b>	➤ Review systems and processes in order to provide for continuous improvement.	➤ Requests processed in a timely manner.
<b>Purchasing Cards</b>	➤ Facilitate new card applications. ➤ Manage the monthly purchasing cards reconciliation process.	➤ Processed in a timely and accurate manner
<b>Other</b>	➤ Undertake specific projects as requested by the Financial Operations Manager.	➤ Timely and accurate response.
<b>Liaison &amp; Support</b>	➤ Provide financial support to other sections of Council as required.	➤ Timely and accurate response.
<b>Work Health and Safety</b>	➤ Adhere to relevant Work Health & Safety policies and practices and carry out responsibilities outlined in Council's Safety Management Plan.	➤ 99% compliance with Monthly Action Plans.
<b>Risk Management</b>	➤ Read, understand and comply with conditions as set out in the Risk Management Policy and undertake all relevant risk management training.	➤ As per Council risk management KPIs.
<b>Records Management</b>	➤ Adhere to relevant Records Management policies and practices to ensure compliance with the Public Records Act 2002.	➤ As per Council's record management policies and procedures.
<b>Code of Conduct and EEO</b>	➤ Encourage and promote behaviour consistent with Council's Code of Conduct and create a positive and equitable work environment that is safe, flexible, fair, culturally appropriate, inclusive and free from discrimination and harassment.	➤ Any matters arising are dealt with in accordance with the appropriate Council policy and procedures.
<b>Customer Service</b>	➤ Provide a high level of customer service to internal and external customers.	➤ As per Council's Customer Service Standards Management Policy.
<b>Sustainability Requirements</b>	➤ Adhere to the Sustainable Fraser Coast and Implementation Plan and understand sustainability is a key element of Council's planning framework and is incorporated into all facets of decision making and policy development.	➤ As per Council's Sustainability Charter.
<b>Values</b>	➤ Exemplify Council's values of Trust, Respect, Accountability, Initiative, Teamwork and Service through the demonstration of each value's associated behaviours.	➤ As per Council's 'TRAITS' campaign.
<b>Corporate Image</b>	➤ Exemplify Council's image of a friendly, motivated, enthusiastic, positive and helpful employee.	➤ As per Council's 'Our Corporate Image' campaign.
	➤ Other duties as directed.	➤ Tasks are undertaken in an efficient and timely manner.

Selection Criteria			
1. Demonstrated experience in accounting and tax knowledge. 2. Highly developed financial system and MS Excel skills. 3. Ability to provide sound financial advice and to communicate this effectively through a high level of oral, written and interpersonal skills. 4. Demonstrated ability to provide high levels of customer service to both internal and external customers. 5. Proven ability to work under pressure and evaluate changing priorities within a financial environment. 6. Capacity to work effectively both independently and as a member of a finance team as required by the situation. 7. Ability to interpret relevant legislation, policies and procedures and apply in practice.			
Qualifications/Licences			
Mandatory	➤ Minimum 3 years relevant accounting experience		
Desirable	➤ Qualification in Accounting or Finance ➤ Local Government experience		
Licences	➤ Current QLD Class C Driver's Licence		
Mandatory Training			
	➤ Work Health and Safety ➤ Duty of Care ➤ Fire & Evacuation ➤ Manual Handling ➤ Code of Conduct ➤ Corporate Systems		
Conditions of Employment			
Status	Permanent Full-Time		
Award	Queensland Local Government Industry Award (Stream A) – State 2017		
Agreement	Fraser Coast Regional Council Certified Agreement 2018		
Classification Stream	General local government industry stream – Administrative group		
Classification	LGO Level 3		
Allowances	As per Fraser Coast Regional Council Certified Agreement 2018		
Progression	Annual Review- single steps within level		
Work Pattern	FWA	Hours/Week	36.25 per week
O/T Payable	Upon approval by Supervisor.		
Uniform	As per Dress Standard and Corporate Uniform Management Policy		
Other			
Position Number:	5434	Position Title:	Accounting Support Officer

I, \_\_\_\_\_, accept the position description as outlined above. I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Signature of Employee**