

# Position Description

## CORPORATE INFORMATION

<b>Position Title</b>	Financial Accountant		
<b>Directorate</b>	Corporate and Community Services	<b>Branch/Section/Unit</b>	Financial Services and Risk Branch/Financial Accounting Section
<b>Position Number</b>	1331	<b>Level</b>	5
<b>Award</b>	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
<b>Line Manager</b>	Coordinator – Financial Accounting		
<b>Direct Reports</b>	Finance Officer – Assets		

## SCOPE OF POSITION

### Position Summary

To provide high level technical financial accounting and financial systems support and advice to the Coordinator, Financial Accounting and Manager Finance and Risk in the delivery of timely and accurate financial operations and reports- inclusive of Local Government and Australian Taxation Office reporting obligations.

### Expected Deliverables/Key Performance Indicators

- Preparation of annual financial statements in accordance with Australian accounting standards, and the Local Government Act 2009 and associated Regulations.
- Liaison with the Queensland Audit Office representatives and any other regulatory authority in relation to statutory reporting and compliance.
- Preparation of Australian Bureau of Statistics reports and other regulatory reporting.
- Preparation of the end of year financial schedules and supporting documentation to be included in Council's Annual Report.
- Provision of high level written and verbal financial advice and research and preparation of technical accounting policy papers for consideration by the Manager Finance & Risk on the implications of new, upcoming and amended accounting standards and legislative changes impacting statutory financial reporting.
- Support to the Coordinator, Financial Accounting in the oversight of daily financial accounting operations and transaction processing including Australian Taxation Office Business Activity



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Reporting, Fringe Benefit Reporting, Payroll Tax Reports and other statutory obligations, account reconciliations and integrity of the general ledger.

- Undertake regular analysis and oversight of financial operational performance, and report to the Coordinator, Financial Accounting and Manager Finance & Risk on the results.
- Plan, manage and implement business process changes that support the system improvement initiatives within the Finance and Risk and across Council, including improving financial literacy and capacity of staff.
- Contribute to system improvement initiatives within the Finance and Risk Branch and across Council, including improving financial literacy and capacity of staff.

## **Mandatory Licence/competency (Ticket) Requirements**

- Queensland 'C' Class driver's licence or above that is current and maintained.

## **Essential Knowledge/Skills/Qualifications Criteria**

- Tertiary qualifications and equivalent experience in financial accounting or a related discipline.
- Demonstrated high level competency in production of statutory financial reports in accordance with Australian accounting standards and local government regulations.
- Sound knowledge of strategic asset financial processes and procedures.
- Demonstrated proficiency in computer system applications, including integrated financial systems, databases, spreadsheets and personal application software.
- Highly developed knowledge of Australian Accounting Standards, Audit Regulations and Queensland Local Government Legislation.
- Experience in applying the practical principles of cost accounting in particular cost assignment and allocation in an activity based costing environment.
- Well-developed analytical and interpretive skills and proven ability to exercise initiative and judgement to meet business needs
- Effective time management skills, including but not limited to, working independently, setting priorities, setting and meeting deadlines and organising own workloads
- Demonstrated high level communication skills (written and oral) to compile reports, correspondence, operational processes and procedures and the ability to liaise with and influence a range of stakeholders to seek cooperation.
- High level interpersonal skills including the ability to work as an effective and positive team member in a customer focused and flexible environment and provide task supervision and on-the-job training.

## **Desirable Knowledge/Skills/Qualifications Criteria**

- Post graduate qualifications in a relevant field.
- Membership of either the Australian Society of Certified Practicing Accountants or Institute of Chartered Accountants.



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## Physical Requirements of the Position

*Note: Applicants with disabilities will be considered on a case by case basis.*

- An ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg.
- An ability to walk up and down stairs whilst occasionally carrying weights up to 15kg.
- An ability to clearly hear directions and instructions being provided at normal speech levels.

## Special Requirements

- Occasional out of hours work (including weekends).

## ORGANISATIONAL INFORMATION

### Safety

#### Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

#### Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

#### Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

## Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

## Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

## Council's Vision

To be the *natural* choice to live, work and play.



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## Council's Values

**Accountable** – we take responsibility for our actions. We will be accessible and fair.

**Consistent** – our actions will reflect Council's guidelines and practices at all times.

**Appreciative** – we value the opportunities we have and that we look for the best in our people, our organisation and our community.

**Communicative** – we will keep people informed, consult with the community and will actively listen to and respond to their input.

**Respectful** – we treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.



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## POSITION APPROVAL AND ACCEPTANCE

### Approved By

<b>Name</b>		<b>Position</b>	
<b>Signature</b>		<b>Date</b>	

### Accepted By

<b>Name</b>			
<b>Signature</b>		<b>Date</b>	

*The scope and requirements of this position as well as the organisational structure is subject to change by council as required by business needs.*