**Position Description**

|  |  |
| --- | --- |
| **POSITION TITLE:** | Financial Accountant  |
| **DEPARTMENT:** | Finance  |
| **AWARD BAND AND LEVEL:** | Band 2 Level 2 |
| **SALARY GRADE:** | 11-12 |
| **LAST REVIEW DATE:** | May 2019 |

**POSITION REPORTS TO:**

Coordinator – Accounting & Treasury

**POSITIONS REPORTING TO THIS ONE:**

Payroll Officer

**INTERNAL LIAISON:**

* General Manager
* Executive Team
* Managers
* Staff
* Internal Auditor and Audit Committee

**EXTERNAL LIAISON:**

* External Auditor
* Software providers
* Other local government authorities

**DEPARTMENT OBJECTIVES:**

Provide effective and efficient financial services which support Council’s operations.

**POSITION OBJECTIVES:**

* To provide specialist skills and judgement to assist the Coordinator – Accounting and Treasury in completing the tasks required to deliver the objectives of the Finance department.
* To coordinate the provision of a range of financial accounting, corporate accounting, treasury and cash-flow management practices.

**ORGANISATIONAL VALUES:**

Gunnedah Shire Council is a values based organisation. Our corporate values express how we conduct ourselves as an organisation and reflect the manner in which we engage and interact with our community and other stakeholders.

These values apply to everyone within our organisation and are ingrained in the behaviour of all staff members. Our values are represented by the following:

* INTEGRITY
* CUSTOMER FOCUS
* ACCOUNTABILITY & OPENESS
* LEADERSHIP
* EQUITY
* COMMITMENT TO SAFETY
* EFFICIENT & EFFECTIVE USE OF RESOURCES

All employees, representatives and contractors of Gunnedah Shire Council are required to conduct themselves in accordance with our corporate values and resultantly will possess the following intrinsic qualities:

* **Professionalism** – display a high level of effort and commitment to work performance, exercise reasonable skills and diligence, adhere to Council and industry standards and codes of ethics, and demonstrate trustworthiness and responsible behaviour.
* **Teamwork** - encourage and facilitate cooperation, pride, trust, and group identity; foster commitment and team spirit; work cooperatively with others to achieve required outcomes.
* **Customer Service** - work and communicate with our community and internal and external customers to provide quality services and information targeted to meet customer expectations.

**CORE RESPONSIBILITIES:**

1. Assist in the administration of systems and procedures utilised for the effective financial management of the organisation, including all reporting mechanisms and data analysis tools.
2. Undertake the completion of internal and external financial reports, acquittals, returns and other finance requirements.
3. Utilise expert knowledge to provide reporting and analysis of financial data to/for internal customers.
4. Provide ongoing review and development of the systems and processes employed for the capture and management of Council’s financial and performance data and internal reporting requirements.
5. Provide specialist input into the completion of annual statutory financial reports and returns.
6. Undertake the reconciliation of Council’s restricted contributions funds and oversight the access of these funds in-line with statutory requirements.
7. Undertake the preparation and lodgement of various taxation returns to meet legislative requirements.
8. Provide support to the Accounting & Treasury Coordinator in the development, implementation and communication of the priorities and key actions from Councils corporate plans and Councils integrated strategic plans.
9. Keep up to date with all relevant finance and revenue legislation, standards, departmental circulars and other management requirements.
10. Provide ongoing maintenance and review of appropriate systems and processes for the capture and management of Council’s statutory financial records, taxation obligations and internal reporting capabilities.
11. Oversee the regular balancing of Councils Leave Registers for Sick, Annual and Long Service Leave.
12. Provide assistance to staff in the Finance department as required and undertake other tasks as required to meet the desired outcomes of the department.

**DELEGATIONS:**

Delegations of Authority are detailed under separate official delegation instrument through the General Manager and are reviewed annually.

The freedom to act and make decisions is governed by clear objectives and budgets with prior consultation with management and a regular reporting mechanism to ensure adherence to such objectives and budgets.

**PERFORMANCE MEASURES**

As per those set out in the annual performance assessment, or as determined following the appointment of a new officer for a remaining part year.

Performance measures are determined giving consideration to the desired corporate objectives of the organisation as set out in Service Plans and the broader community services delivery outcomes as detailed in Councils Operational Plan and Delivery Program.

**CORE COMPETENCIES AND ACCOUNTABILITY:**

All Council employees are required to achieve and maintain an acceptable level of competence in the following areas. Assessment will be ongoing with a formal review to occur annually.

In carrying out their duties employees must at all times:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Competency** | **Yes**  |  **No** | **Comment** |
| 1 | Demonstrate knowledge of Council’s purpose, structure, values and services. |  |  |  |
| 2 | Display a customer focused attitude both internally and externally  |  |  |  |
| 3 | Communicate in a clear and concise manner |  |  |  |
| 4 | Deliver a high quality service and seek ways to improve work processes |  |  |  |
| 5 | Co-operate with other employees and assist in enhancing team morale. |  |  |  |
| 6 | Demonstrate and maintain a high level of integrity and confidentiality. |  |  |  |
| 7 | Actively discourage all forms of discrimination and harassment.  |  |  |  |
| 8 | Demonstrate an understanding of Council’s Occupational Health and Safety policies and procedures and conform to all OHS requirements of the job. |  |  |  |
| 9 | Seek to improve performance by gaining new skills and knowledge through training and education. |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Assessed Core****Competency Level** | **E** | **1** | **2** | **3** | **4** | **Date** |

**POSTION REQUIREMENTS AND PERSONAL COMMITMENTS:**

**Personal attributes**

* The ability to build effective and productive relationships within internal and external stakeholders.
* The desire to apply a level of commitment, attitude and application to duties which will result in measurable outputs/outcomes and results against identified performance indicators.
* The ability to maintain cooperation and cohesion when undertaking duties in an environment where challenging one another, thinking differently and trying new things are encouraged.
* The ability to apply a practical and common sense approach to problem solving and to look for innovative solutions.
* A commitment to always display ethics and integrity that reflect personal professionalism.

**Individual Responsibilities**

* Comply with all legislative requirements of the role.
* Adhere to all Council plans, policies, and procedures.
* Ensure that personal and professional behaviour is consistent with the requirements outlined in the Councils Code of Conduct.
* Maintain a high standard of personal grooming and hygiene and dress appropriately for the role, including wearing a designated uniform if and/or when required.

**Team Member Responsibilities**

* Productively and cooperatively contribute to the outcomes of work teams.
* Actively share information and knowledge with other staff.
* Attend and positively contribute to team meetings and project teams.
* Work cooperatively and proactively to achieve the objectives of Services Plans and the priorities identified in strategic plans.
* Regularly review and appraise own performance against desired levels.

**Customer Service Responsibilities**

* Comply with Councils Customer Service Charter and Standards.
* Be accessible and provide customers with clear and accurate information when required.
* Communicate with customers in a professional and courteous manner.
* Maintain a proactive flow of information with customers.
* Manage customer enquiries, complaints and record keeping within required timeframes.

**Work Health and Safety Responsibilities**

* Follow safe practices/procedures/work method statements to perform your duties in a manner so as not to put yourself or others at risk of harm.
* Immediately report any hazards, incidents and accidents to the relevant supervisor and take appropriate action.
* Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified.
* Report all incidents and near misses.

**EEO and Anti-discrimination Responsibilities**

* Adhere to all legislation and follow all protocols and procedures with regard to any form of discrimination.
* Act to prevent workplace harassment or discrimination and immediately report any incident.
* Contribute to a culture of diversity and acceptance.

**POSITION SPECIFIC COMPETENCIES AND ACCOUNTABILITIES:**

The incumbent will be required to have competencies and accountability relevant to the position in-line with those set out in the Local Government Award for Band 2 Level 2, they are as follows:

* **Authority and accountability:** The incumbent will provide specialised service in the completion of work and/or projects which have elements of complexity (composed of many parts that may be more conceptual than definite). Assistance in the preparation of financial reports and relevant Council reports, including such specialist advice as required, will be provided to the Coordinator Accounting and Treasury.
* **Judgement and problem solving:** The incumbent will be required to interpret information and develop suitable procedures to achieve agreed outcomes. Problem solving and decision making will require analysis of data to reach decisions and/or determine progress.
* **Specialist knowledge and skills:** Experience in the application of technical concepts and practices requiring additional training are required by the incumbent.
* **Management skills:** The incumbent may be required to manage a number of projects involving people and other resources requiring project control and monitoring as well as motivation and coordination skills.
* **Interpersonal skills:** Interpersonal skills in leading and motivating staff in different teams/locations may be required, as well as persuasive skills to resolve problems or provide specialised advice.
* **Qualifications and experience:** The incumbent is required to have supplemented base level professional qualifications with additional skills training. Considerable practical experience or skills training would be required to effectively control key elements of the job.

**PHYSICAL REQUIREMENTS OF THE JOB:**

The following table represents the physical environment in which jobholders will be required to operate under normal circumstances based on average daily exposure to the nominated tasks. Additional tasks / requirements can be added.

|  |
| --- |
| **WORKING CONDITIONS / PHYSICAL REQUIREMENTS** |
| Manual tasks Hw | 1 | Work Indoors | 3 |
| Manual tasks Lt | 1 | Work Outdoors | 1 |
| Repetitive lifting | 0 | High temperatures | 1 |
| Trunk twisting | 1 | Low temperatures | 1 |
| Extended standing | 1 | Operate machinery | 0 |
| Extended kneeling | 0 | Sun protection | 1 |
| Extended reaching | 0 | Safety boots/shoes | 1 |
| Elevating arms above shoulder | 1 | Respirator | 0 |
| Climbing into and from excavations | 0 | Ear protection | 0 |
| Crawling | 0 | Eye protection | 1 |
| Shovelling/digging | 0 | Safety helmet | 1 |
| Frequent bending | 1 | Work at heights | 0 |
| Extended sitting | 3 | Confined spaces | 0 |
| Extended walking | 1 | Extended vibration | 0 |
| Loud noise exposure | 1 | Extended driving | 0 |
| Work on uneven ground | 1 | Extended computer use | 2 |
| Colour vision | 2 | Exposure to chemicals | 0 |
| Depth perception | 1 | Exposure to Hepatitis | 0 |
| Balance | 0 | Fine manipulation | 0 |
| High traffic exposure | 0 | Working around operating machinery | 0 |
| Exposure to snakes | 0 | Walking in long grasses/low visibility | 0 |

**The Rating system used is:**

0 = No exposure / requirement

1 = Low exposure / requirement

2 = Medium exposure / requirement

3 = High exposure / requirement

**RECRUITMENT SELECTION CRITERIA**

 **ESSENTIAL**

1. Tertiary qualification in Finance, Business or Commerce; or demonstrated experience working in a similar role.
2. Advanced skills in the application of software to derive accounting solutions and provide financial accounting support to business managers.
3. Demonstrated high-level skills in analysis and problem solving and commitment to continuous improvement.
4. Proven ability to build and maintain effective working relationships, co-opt support and broker agreements with a broad range of stakeholders.
5. Well-developed communication skills, with the ability to simplify complex technical issues when dealing with internal customers.
6. Comprehensive working knowledge of the Microsoft Office suite of products and demonstrated broad computer literacy.
7. An advanced Microsoft Excel skillset
8. A working knowledge of the Australian Accounting Standards.

**DESIRABLE**

1. Demonstrated experience in the preparation of financial statements and/or other statutory and taxation returns.
2. CPA/CA accreditation or the eligibility to progress towards such.
3. Knowledge of the Local Government Code of Accounting Practice & Financial Reporting and the NSW Local Government Act.
4. Demonstrated understanding of the environment and issues affecting the NSW local government industry and the ability to use this knowledge to tailor analysis and advice.

|  |
| --- |
| ***Note that signing the PD indicates an agreement and acceptance of the content as at the date of signing.*** |

|  |  |  |  |
| --- | --- | --- | --- |
| **POSITION INCUMBENTS NAME** |  | **SIGNATURE** |  |
|  |  |  |  |
|  |  | **DATE** |  |
|  |  |  |  |
|  |  |  |  |
| **SUPERVISORS NAME** |  | **SIGNATURE** |  |
|  |  |  |  |
|  |  | **DATE** |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **MANAGERS NAME** |  | **SIGNATURE** |  |
|  |  |  |  |
|  |  | **DATE** |  |

|  |
| --- |
| **HR ACTION** |
|  |
|  |
|  |
|  |
|  |