



POSITION DESCRIPTION

Position Title	Developer Contributions Accountant	
Directorate	Finance	
Service	Financial Partnering and Analysis	
Responsible to	Team Leader Infrastructure Contributions	
Position Supervises	Direct: Nil Indirect: Nil	
Position No.	TBA	
Status	Temporary Full Time	
Hours	Based on a 35 Hour Week	
Salary Point	65 - 78	Band/Level: 3/3
Allowances	As applicable to the position	
Motor Vehicle	N/A	
Pre-employment checks Legislative requirements	Police Check	
Date reviewed: January 2024		Reviewed by: Acting Chief Financial Officer

POSITION PURPOSE

- The role is responsible for the timely delivery of financial accounting services generally and specifically in relation to developer contributions accounting processes and infrastructure funding systems in support of management to meet Council's business needs, financial objectives and statutory reporting requirements.
- Provide accurate, timely, compliant, and transparent financial information, analysis, and advice to support informed business decision making by Financial Managers, Planning Managers, Executives and other stakeholders.
- Audit and monitor Planning Agreements (VPA), Works-in-kind Agreements (WIK), Material Public Benefit (MPB), Development Consents, Construction Certificates and Complying Development Certificates to ensure that either/both Local Infrastructure Contributions have been paid to Council and receipted and collected correctly.
- Audit and monitor contributions imposed and collected, and review contributions and planning agreement registers to comply with the requirements of *Environmental Planning and Assessment Regulations 2021*.
- To properly account for calculation, imposition, collection of Local Infrastructure Contributions, including historical auditing and monitoring any "pooled contributions" that was enable by 18 May 2020 Ministerial Direction 2020
- To maximise the efficiency of infrastructure delivery generated through Section 7.11 & Section 7.12 contribution revenue, or monetary contributions entered into via VPAs, WIKs and MPBs.
- To develop and monitor business procedures and processes relating to the calculation of section 7.11 or 7.12 calculation, impositions, payment of fees and charges, including considerations to infrastructure discounts, credits and refunds.
- To support the financial decision-making of the Local Infrastructure Contribution Steering Committee and Working Group.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. We are here to be of service to the community and make Inner West a great place to be. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Tertiary qualifications in accounting, commerce, planning or related experience
2. Knowledge and/or experience with financial reporting within a local government authority.
3. Working knowledge of the Environmental Planning and Assessment Act, Regulations in relation to Section 7.11 and 7.12 Contributions and Planning Agreements.
4. Attention to detail and process focus.
5. Excellent written and verbal communication skills.
6. Demonstrated ability to develop innovative, practical solutions to complex issues.
7. Ability and demonstrated commitment to providing outstanding customer service.
8. Knowledge of and commitment to equal employment opportunities, diversity, work health and safety, ethical practice.

Desirable Criteria

1. Post graduate qualifications in a relevant financial, infrastructure delivery, or planning related field.
2. Class C Drivers Licence

3. Knowledge of Part 7 Local Infrastructure Contributions framework under the Environmental Planning and Assessment Act

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES

1. Develop and maintain budget reviews, data collection and performance measures for the monitoring of Developer Contributions and Infrastructure Funding Strategies
2. Prepare monthly management and other adhoc reports to assist the Finance, Planning and Infrastructure business units to monitor, manage budgets and monthly performance.
3. Prepare monthly Development Contributions Cashflow projections for budgeting review purposes.
4. Monthly reconciliation of all Section 7.11 and 7.12 development contributions, expenditure and calculation of any interest for externally restricted reserves.
5. Assist in the preparation of annual Council financial statements to meet statutory reporting requirements.
6. Maintain and update relevant systems databases to ensure accuracy and integrity of datasets, protocols and controls.
7. Provide section 7.11 income and expenditure cashflow forecasts and Section 7.11 capital expenditure program input into Council's Long Term Financial Plans.
8. Develop, maintain and review financial models, scenario analysis and projected cash flows including timing of receipt of contributions and timing of expenditures on works and land acquisitions,
9. Assist in the preparation of the Statement of Developer Contributions to the Financial Statements including supporting reconciliation and audit working papers.
10. Reconcile salary recoveries for operational positions funded from Section 7.11,
11. Account for Section 7.11 land and infrastructure assets, in liaison with relevant sections of Council.
12. Maintain up to date knowledge of relevant international and Australian accounting standards and practice, legislation, council policies and prescribed corporate and external reporting frameworks.
13. Work in collaboration with and assist the team, manager and other key stakeholders to achieve business unit goals, work requests, demands on Council priorities.

**WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT EMPLOYEES WITH NO
STAFF REPORTING TO THEM AND/OR NO MAJOR PROJECT RESPONSIBILITY
LEVEL 6**

Level 6 staff are required to perform their duties in accordance with their job description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation 	<ul style="list-style-type: none"> Conformance to WH&S policy and procedures Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures
<ul style="list-style-type: none"> Taking reasonable care for their own Health and Safety as well as that of others 	<ul style="list-style-type: none"> Use of SWMS and Standard operating procedures
<ul style="list-style-type: none"> Having an understanding of the Health and Safety requirements associated with their employment 	<ul style="list-style-type: none"> Training records
<ul style="list-style-type: none"> Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible; 	<ul style="list-style-type: none"> Hazard identification reports Workplace inspection reports
<ul style="list-style-type: none"> Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards. 	<ul style="list-style-type: none"> PPE maintenance records Knowledge and use of Standard operating procedures
<ul style="list-style-type: none"> Working in accordance with relevant competency standards 	<ul style="list-style-type: none"> Training records. Supervisor site inspection records
<ul style="list-style-type: none"> Knowledge of WH&S and related legislation within scope of job description 	<ul style="list-style-type: none"> Attendance at training sessions

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