

POSITION DESCRIPTION

Our values:



Position title:	Assistant Accountant
Position code:	2956
Section:	Finance
Position reports to:	Financial Accountant
Band and level:	3/1
Salary grade:	Grade 12
Staff management:	Nil
Budget responsibility:	Nil

Primary function:

The Assistant Accountant will play a crucial role in supporting the finance team, focusing on the financial management of Council's grants. Responsibilities will include maintaining a comprehensive grant register, ensuring timely and accurate completion of claims, grant acquittals and preparing cashflow reports. They will also contribute to financial reporting by the application of relevant accounting standards, Quarterly Budget Reviews, analysing performance obligations and collaborating with the team to achieve organisational goals.

Strong analytical skills, attention to detail, and a solid understanding of accounting principles are essential. Excellent communication skills, flexibility, and the ability to thrive in a fast-paced environment are crucial for success in this role.

Person Description

- Collaborates effectively with colleagues, contributing to a positive work environment as a strong team player.
- Demonstrates proficient problem-solving abilities, employing logical thinking and practical approaches to find effective solutions.
- Maintains a result-oriented mindset, consistently striving to achieve desired outcomes and meet set goals.
- Takes ownership and accountability for assigned tasks, ensuring their completion.
- Driven by continuous improvement, actively seeking ways to enhance processes and workflows.
- Upholds personal integrity, displaying honesty, ethics, and a strong sense of professional responsibility.
- Embraces change with openness to new ideas, fostering a flexible and adaptable mindset.
- Applies common sense and a practical approach to decision-making, ensuring effective and efficient outcomes.

	Responsibilities	Accountability
Work Health and Safety	An understanding of Workplace Health and Safety Risk Assessment Hazard Prevention	<ul style="list-style-type: none"> • Fostering a culture of safety and behaviour based on safety principles.
Best Practice and Benchmarking	Promote excellence through the establishment, management and monitoring of financial systems, processes, standards, and service delivery benchmarks.	<ul style="list-style-type: none"> • Monitor and review financial benchmarks to meet budget objectives. • Is part of a team of skilled analysts that can provide monthly reporting, insights and scenarios for change using accurate data and forecasts. • Contribute to the development policy and procedures that ensure implementation of clear recommendations for improvement. • Contribute to the development of a continued improvement plan and implemented to ensure expectations/legislation and guidelines are upheld.
Governance and Risk	Identification of project and financial risks and appropriate management of these risks to councils' operations.	<ul style="list-style-type: none"> • Align service delivery to meet the Delivery Plan and Community Strategic Plan outcomes for the organisation. • Financial risks are identified on the enterprise risk management register with appropriate mitigation strategies.
Customer driven service delivery	Build and maintain relationships with key stakeholders and customers (internal and external) related to program service delivery.	<ul style="list-style-type: none"> • Establish and maintain a service delivery strategy that is agreed with the Financial Accountant and reported monthly. • Provide a high level of customer service to manage the expectations of internal and external customers in the resolution of their issues. • Provide guidance, advice, and coordinate requests for further information regarding applications. • Enhance your knowledge base. • Drive a customer service approach in all internal and external interactions.
Finance	Manage and control financial and physical resources within agreed budgets, timeframes, and reporting standards.	<ul style="list-style-type: none"> • Services are delivered to the established benchmarks within the agreed budget tolerances and timeframes. • Monitor and report monthly in accordance with Council standards and expectations, including trend analysis and dashboard reporting. • Identification and sourcing of external funding to maximize service delivery.
People	Empower employees and be key team member of a cohesive and high performing customer centred, results driven team.	<ul style="list-style-type: none"> • Demonstrate accountable, affiliative, and constructive behaviours in all interactions. • Strive to achieve excellence by establishing, maintaining, and monitoring performance requirements. • Demonstrates cohesive teamwork, flexibility, openness, transparency, and ethical practice. • Foster an engaged and empowered workforce. Embrace continuous improvement principles to improve delivery of services to Council customers. • Commitment to fostering and participating in a positive team environment.
Drive Innovation	Promote a culture that inspires people to generate innovative	<ul style="list-style-type: none"> • Initiate utilisation of technology to: <ul style="list-style-type: none"> ◦ Ensure single source of the truth financial data.

	solutions that optimise revenue to Lismore City Council.	<ul style="list-style-type: none"> ○ Replace own source financial models and forecasting tools with Council best practice. ● Network with peers and other industries to continue to generate business improvements.
Communication and Consultation	High level of written, verbal, and interpersonal communication skills that inspires confidence in your team and the audience you are communicating with.	<ul style="list-style-type: none"> ● Provide clear concise information. ● Prepare detailed reports, proposal and submissions to Senior Leadership team and Council. ● Implement high level conflict resolution and negotiation skills.

Key Responsibilities

- Maintain and improve the central grant register for Council, accurately recording and updating grant information.
- Complete grant acquittals, ensuring all required documentation and reports are submitted on time.
- Prepare monthly cashflow reports for grants, tracking the inflow and outflow of grant funds.
- Monitor performance obligations tied to grants, ensuring compliance with funding requirements and reporting any deviations.
- Conduct monthly grant reconciliation, comparing actual expenditures against budgeted amounts and identifying discrepancies.
- Collaborate with relevant stakeholders, including grant bodies, project managers, project coordinators, and finance team members, to ensure timely submission of claims and effective grant management.
- Complete year-end reconciliation of all grant programs, ensuring accuracy and compliance with the relevant revenue accounting standards such as AASB 15 & AASB 1058.
- Assist in the preparation of comprehensive financial statements for Lismore City Council.
- Support financial audits, providing necessary information, and participating in audit processes.
- Strict adherence to Council policies and governance protocols to ensure compliance and uphold the integrity of all financial operations.
- Assist in the preparation of FBT & BAS lodgements.
- Assist other areas of the Finance team and proactively identify and cover essential duties of team members during planned and unplanned absences.
- Assist Senior Finance Officers and complete ad hoc tasks as assigned, such as financial analysis or participation in special projects.

Qualifications, certificates, and licences

- A Bachelor's degree in accounting, finance, or a related field is required, or the candidate must be currently studying towards completing such a degree, or have equivalent experience in a similar role.
- Interest in pursuing professional certifications such as Chartered Accountant (CA), Certified Practising Accountant (CPA), or Institute of Public Accountants (IPA) with the intention to study and obtain these qualifications.

Experience, skills, and knowledge

- Excellent attention to detail
- Demonstrated experience in the delivery of effective high-level customer service to both internal and external stakeholders.

- Experience in accounting for grants and completion of financial acquittals will be highly regarded.
- Demonstrated experience and ability to deliver services aligned to the business activities of the team.
- Demonstrated experience in working collaboratively with peers to ensure consistency in the achievement of organisation objectives (multi-skilling, information, and resource sharing).
- Demonstrated ability to work both independently and in a team fostering an environment based on teamwork and cooperation.
- Extensive experience in managing workloads to comply with tight deadlines in a high-pressure work environment with a high volume of work.
- Demonstrated computer literacy, including Word processing, Excel and maintaining corporate records including Council information management software (such as Content Manager).
- Desirable experience with ERP systems.