

POSITION DESCRIPTION				
Position Title:	Systems Accountant		Position No:	2910
Directorate:	Organisational Services		Section:	Financial Services
Reports To:	Executive Manager Financial Services		Directs Reports:	0
Indirect Reports:	Nil		Location:	Maryborough
Version No: May 2017	Evaluated: EC60	Status: Approved	By: EMPD	Next Review: May 2018
Position Objective To manage all aspects of Council's financial and management systems governed by financial services, to deliver financial system efficiencies across the council in line with best practice outcomes, Australian Accounting Standards, relevant legislation, and Council Policies.				Our Values Teamwork Communication Safety Responsibility Honesty
Key Responsibilities and Indicators				
Key Result Areas	Key Accountabilities			Performance Indicators/Outputs
Systems Management	<ul style="list-style-type: none"> ➤ Responsibility for maintaining and improving existing systems and processes within the financial services section. ➤ Provide guidance and assistance across the financial services teams relating to systems and processes. ➤ Provide training to staff as required on systems and processes. ➤ Review current financial systems for process improvements and provide recommendations. ➤ Prepare business cases for system and process improvements or changes. ➤ Investigate, design and implement new systems and processes. ➤ Provide insight to management regarding innovative systems to streamline, automate and integrate financial and management systems. ➤ Liaise with external system providers. ➤ Collaborate with Internal Audit on systems and processes to ensure compliance with legislation and council policies. ➤ Collaborate and assist with automation of data collection for financial and management reporting. ➤ Collaborate with key stakeholders across council for system and process improvements. 			<ul style="list-style-type: none"> ➤ All Projects completed within agreed timeframes and within budget.
Liaison & Support	<ul style="list-style-type: none"> ➤ Provide a high level of systems and process advice and support to other sections of Council as required. 			
Policy and Procedures	<ul style="list-style-type: none"> ➤ Maintain, develop and implement, in consultation with the Executive Manager Financial Services, policies and procedures as they relate to financial and management systems and processes. 			<ul style="list-style-type: none"> ➤ Regular monitoring of systems and processes policy and procedures.
Work Health and Safety	<ul style="list-style-type: none"> ➤ Adhere to relevant Work Health and Safety policies and practices and carry out responsibilities outlined in Council's Safety Management Plan. 			<ul style="list-style-type: none"> ➤ 99% compliance with Monthly Action Plans.
Risk Management	<ul style="list-style-type: none"> ➤ Read, understand and comply with conditions as set out in the Risk Management Policy and undertake all relevant risk management training. 			<ul style="list-style-type: none"> ➤ As per Council risk management KPIs.

Records Management	➤ 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.
Code of Conduct and EEO	➤ 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 & procedures.
Customer Service	➤ Provide a high level of customer service to internal and external customers.	➤ As per Council's Customer Service Standards Management Policy.
Sustainability Requirement	➤ Adhere to the Sustainable Fraser Coast Charter 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.
Corporate Image	➤ 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 systems and process accounting in relation to both technology and process flow.
2. Demonstrated experience in project management.
3. Ability to provide professional advice to key business areas within Council to facilitate systems and process improvements.
4. Proven change management skills relating to implementation of systems and processes.
5. High level communication and interpersonal skills as required to deal confidently with people at all levels both internally and externally.
6. Comprehensive knowledge of financial and management systems and processes, with proven ability to continually research innovative solutions.
7. Knowledge and understanding of Local Government procedures and legislation, Australian Accounting Standards, regulations and other relevant acts and legislation.
8. Effective time management skills, including but not limited to, working independently, setting priorities, setting and meeting deadlines and organising own workloads.

Qualifications/Licences

Mandatory	➤ Tertiary Qualifications in Commerce or Accounting
Desirable	➤ Information Systems Qualifications and/or Experience
Licences	➤ Current QLD Class "C" Driver's Licence.

Mandatory Training	<ul style="list-style-type: none"> ➤ Work Health and Safety ➤ Duty of Care ➤ Corporate Systems Training ➤ Manual Handling ➤ Fire Evacuation ➤ Code of Conduct
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Organisational Context								
Key stakeholders		Budget			Delegations			
Council		Capital	N/A		Authority	Nil		
Executive		Operating	N/A					
Employees		Salary	N/A					
State Government					Assets			
Clients					Item	Desktop PC	Item	-
Community					Item	-	Item	-
Conditions of Employment								
Status	Permanent Full-time							
Award	Queensland Local Government Industry Award – State 2014							
Agreement	Fraser Coast Regional Council Certified Agreement 2015							
Classification Stream	General Local Government Industry Stream – Administrative group							
Classification	LGI Level 17							
Progression	Annual review – single steps within level							
Allowances	n/a							
Work Pattern	FWA	Hours/Week	36.25					
O/T Payable	Upon Manager/Supervisor approval							
Uniform	As per Dress Standard and Corporate Uniform Management Policy							
Other								
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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: ____/____/20__

Signature of Employee