

POSITION DESCRIPTION				
Position Title:	Business Unit Accountant		Position No:	2912
Directorate:	Organisational Services		Section:	Financial Services
Unit:	Planning & Reporting		Sub Unit:	Business Accounting
Reports To:	Financial Planning & Reporting Manager		Directs Reports:	Nil
Indirect Reports:	Nil		Location:	Maryborough
Version No: May 2017	Evaluated: EC59	Status: Approved	By: EMPD	Next Review: May 2018
<p style="text-align: center;">Position Objective</p> <p>To manage all financial aspects of Council's commercial business unit (Wide Bay Water), business activities and controlled entities in line with relevant legislation and Council Policies.</p>				<p style="text-align: center;">Our Values</p> <p>Teamwork Communication Safety Responsibility Honesty</p>
Key Responsibilities and Indicators				
Key Result Areas	Key Accountabilities			Performance Indicators/Outputs
Commercial Business Units	<ul style="list-style-type: none"> ➤ Manage all statutory requirements of Council's commercial business unit – Wide Bay Water (WBW). ➤ Prepare WBW income tax return in accordance with the requirements of the Tax Equivalents Regime. ➤ Prepare WBW annual state tax equivalents return. ➤ Prepare monthly PAYG WBW tax return. ➤ Prepare monthly financial performance reports for the Wide Bay Water and Waste Services advisory committee. ➤ Assist with preparation of WBW Annual Performance Plan where required. ➤ Assist with the annual Statewide Water Information Management (SWIM) reporting. ➤ Monitor reporting obligations for Council's commercial business unit/s to comply with relevant legislation or stakeholder requirements. ➤ Ensure Council fulfils its legislative requirement in relation to National Competition Policy (Competitive Neutrality Principle). 			<ul style="list-style-type: none"> ➤ Timeframes met in accordance with legislative, Council or committee reporting requirements.
Statutory and other Reporting	<ul style="list-style-type: none"> ➤ Prepare financial statements for audit for Wideline Pty Ltd including liaison with auditors and preparation of audit work papers. ➤ Monitor and report for audit purposes for Council controlled entities including joint venture arrangements. ➤ Prepare monthly Full Cost Pricing reports for Council's business activities. ➤ Prepare Estimated Activity Statements for Council's business activities in conjunction with the Annual Budget including review of Community Service Obligations. ➤ Prepare financial reports for Wideline Pty Ltd for review by the board. ➤ Monitor the preparation of annual financial statements of other controlled entities. 			<ul style="list-style-type: none"> ➤ Audit work papers to be prepared within established guidelines. ➤ Periodic reports to be prepared per established deadlines.

	<ul style="list-style-type: none"> ➤ Maintain energy generation data and process the sale of large-scale generation certificates (LGC's) for the Fraser Coast Community Solar Farm. ➤ Prepare and lodge the annual Energy Generation Return for the Solar Farm. 	
Projects	<ul style="list-style-type: none"> ➤ Undertake specific projects as requested by the Financial Planning and Reporting Manager. 	<ul style="list-style-type: none"> ➤ In accordance with project requirements
Other	<ul style="list-style-type: none"> ➤ Provide support for the Financial Planning and Reporting Manager as required. 	<ul style="list-style-type: none"> ➤ As required
Policy and Procedures	<ul style="list-style-type: none"> ➤ Assist the Financial Planning and Reporting Manager with the development and implementation of policies, procedures and processes as they relate to controlled entities, business activities and commercialised business units. 	<ul style="list-style-type: none"> ➤ Regular monitoring of business unit policy compliance.
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	<ul style="list-style-type: none"> ➤ Adhere to relevant Records Management policies and practices to ensure compliance with the Public Records Act 2002. 	<ul style="list-style-type: none"> ➤ As per Council's record management policies and procedures.
Code of Conduct and EEO	<ul style="list-style-type: none"> ➤ 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. 	<ul style="list-style-type: none"> ➤ Any matters arising are dealt with in accordance with the appropriate Council policy & procedures.
Customer Service	<ul style="list-style-type: none"> ➤ Provide a high level of customer service to internal and external customers. 	<ul style="list-style-type: none"> ➤ As per Council's Customer Service Standards Management Policy.
Sustainability Requirement	<ul style="list-style-type: none"> ➤ 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. 	<ul style="list-style-type: none"> ➤ As per Council's Sustainability Charter.
Corporate Image	<ul style="list-style-type: none"> ➤ Exemplify Council's image of a friendly, motivated, enthusiastic, positive and helpful employee. 	<ul style="list-style-type: none"> ➤ As per Council's 'Our Corporate Image' campaign.
	<ul style="list-style-type: none"> ➤ Other duties as directed. 	<ul style="list-style-type: none"> ➤ Tasks are undertaken in an efficient and timely manner.

Selection Criteria						
1. Demonstrated experience in relation to managing the accounting for commercial business units in accordance with the competitive neutrality principle.						
2. Comprehensive knowledge and understanding of Local Government procedures and legislation, Australian Accounting Standards, regulations and other relevant acts and legislation, particularly those related to business reform and competitive neutrality.						
3. Ability to provide professional accounting advice to Council in relation to Council’s Commercial Business Unit and controlled entities.						
4. High level communication and interpersonal skills as required to deal confidently with people at all levels both internally and externally.						
5. High level computer skills in the operation of Finance Systems within a Local Government environment (desirable), and Microsoft Office software applications, with an emphasis on Excel, Word and Access at an intermediate or advanced level.						
6. 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	➤ Local Government experience ➤ Membership of CPA, CA or equivalent					
Licences	➤ Current QLD Class “C” Driver's Licence.					
Mandatory Training						
	➤ Work Health and Safety ➤ Duty of Care ➤ Corporate Systems Training ➤ Manual Handling ➤ Fire Evacuation ➤ Code of Conduct					
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 / LGO level 6					
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						
Position Details						
Position Number:	2912	Position Title:	Business Unit Accountant			

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