

# Lachlan Shire Council



## Position Description Accountant

Directorate	Corporate and Community Services
Location	LSC Administration Office - Condobolin
Classification/Grade/Band	Grade 13
Position Code	2200012.1
Date position description approved	25 January 2022

## Council Overview

The Heart of NSW encompasses the local government area of the Lachlan Shire and is well known for its natural beauty, friendly and welcoming locals and relaxed bush lifestyle. The towns and villages in the Lachlan Shire capture the essence of life in the bush. All our towns and villages have unique features and attractions to explore, so come and see some of the most beautiful country in Australia.

## Council Values

### COOPERATIVE

Team work is the key, all working together towards a common goal

### RESPONSIVE

Committed to the needs of the Organisation and the Community

### RESPECT

We treat others with kindness, fairness and tolerance in all our professional and personal interactions

### EFFECTIVE

We accomplish a purpose, we produce the expected result and are effective workers without wasting time and effort

### PROUD

We take pride in our work and doing the best job we can. We are proud of Council and its achievements

## Primary purpose of the position

The Accountant is one of two key accounting positions within the Corporate and Community Services team. This position is responsible for providing assistance to the Directorate to ensure Council manages its finances, projects and assets effectively, and to ensure that all statutory requirements are met within legislative timeframes. This position is varied and predominantly focuses on budgeting, asset and project accounting. It requires analyses of financial information, liaising with Council staff regarding their budgets, variance investigation, preparation of the Quarterly Budget Reviews, preparation of the Annual Operational and Capital Budgets, assets and project accounting.

The position undertakes a range of accounting and administrative functions including maintenance of Council's assets & work orders, completing of various financial grant acquittals and assisting with statutory returns.

## Key Accountabilities

Within the area of responsibility, this role is required to:

- Partner with responsible budget officers to support understanding of budgets and asset related capital works projects, provide training to staff and be the point of contact for all departments
- Monitor actual expenditures against budgets including variance investigation and develop and distribute monthly management reports
- Effectively undertake various accounting reconciliations; review of capital expenditure; accounting for leases
- Coordinate and review stores/materials and gravel pits stocktakes
- Prepare Quarterly Budget Reviews for review;
- Support the finance team to assist with the preparation of Council's annual financial statements including notes and detailed work papers to meet legislative requirements
- Assist in the development of business plans, policies, procedures, strategies or operational processes with regard to the financial management of Council's assets
- Maintain the Assets Register including capitalisation of Assets, revaluation of assets and ensuring the integrity of the asset accounting system
- Maintenance of ledger integrity (chart of accounts), work order system and the running of the finance systems
- Ensure compliance with statutory and management reporting obligations
- Implement work, health, safety and environmental policies and procedures to ensure commitment in promoting and practicing work, health, safety and environment protection
- In accordance with Clause 9 (ii) Local Government (State) Award, the employer may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training

## Key Challenges

- Develop productive working relationships with staff/all levels of Council, to ensure that budgets are managed effectively and variances are identified early, so that appropriate remedial action can be taken
- Development of management reporting for operational level teams
- Maintenance of the asset accounting register and capital asset accounting function including capture of work in progress
- Development of a new budget system

- Competing demands and priorities

## Key Internal Relationships

Who	Why
Manager	<ul style="list-style-type: none"> <li>• Receive advice and report on progress towards business objectives and discuss future directions</li> <li>• Provide expert advice and support and contribute to decision making.</li> <li>• Identify emerging issues/risks and their implications and propose solutions.</li> </ul>
Finance Team	<ul style="list-style-type: none"> <li>• Guide, support, coach and mentor team members</li> </ul>
Internal Stakeholders	<ul style="list-style-type: none"> <li>• Provide expert advice on a range of Finance related issues and strategies</li> <li>• Optimise engagement to achieve defined outcomes</li> <li>• Manage expectations and resolve issues.</li> </ul>

## Key External Relationships

Who	Why
Stakeholders (Consultants, Auditors and Government Bodies)	<ul style="list-style-type: none"> <li>• Provide expert advice on a range of Finance related issues and strategies</li> <li>• Optimise engagement to achieve defined outcomes</li> <li>• Manage expectations and resolve issues.</li> </ul>

## Decision making

Delegations of Authority for Accountant position as below:

CODE	DESCRIPTION
<b>F15</b>	To approve the payment of a fixed sum of money in respect of court Judgments and Child Support Agency directives applying Council employees.
<b>F16</b>	To sign cheques and authorise EFT payments as signatory and/or counter signatory.
<b>F17</b>	To certify payment and authorise EFT payments in relation to payroll and accounts payable.
<b>F18</b>	To authorise, in conjunction with a Director or equivalent, Investments on behalf of Council
<b>G04</b>	To approve petty cash reimbursements.
<b>P09</b>	To incur expenditure up to \$5,000, subject to the expenditure being provided for in Council's Annual Operational Plan and subject to the associated budget being within the Officer's area of responsibility.
<b>S05</b>	Forward funding acquittals and project reports to funding bodies.
<b>S17</b>	The authority to sign forms, notices, leases and reports to routine enquires relating to assets
<b>S22</b>	The authority to sign forms, notices and reply to routine enquiries relating specifically to water and rates, payroll, leases and the payment of creditor accounts.

## Reports to

Manager - Finance or delegate

## Direct Reports

Nil

## Essential requirements



- Bachelor level degree in Accounting or substantial progress towards accounting qualifications or equivalent experience
- Demonstrated accounting experience in the preparation of operational and capital budgets and long term financial plans.
- Demonstrated asset accounting experience including revaluations and capitalisation of projects
- Demonstrated revenue modelling and forecasting skills
- A comprehensive understanding of Australian Accounting Standards, local government accounting requirements, general accounting principles, standards and practices
- Demonstrated time management and forward-planning skills to achieve deadlines
- High level of computer skills including MS excel
- Current NSW Class C Drivers Licence



## Desirable requirements

- CPA or Chartered Accountant qualifications
- NSW Local Government experience
- Civica 'Authority' experience
- Experience in completing Annual Financial Statements
- Experience in developing forecasts for Long Term asset management plans
- Experience preparing applications for Special Rate Variations

## Capabilities for the role

Below is the full list of competencies adapted from the NSW Local Government Capability Framework and the level required for this role. The competencies in bold are the focus competencies for this role. Refer to the next section for further information about the focus competencies. Performance in the role will be assessed against these competencies.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 <b>Personal attributes</b>	<b>Manage Self</b>	<b>Adept</b>
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Adept
 <b>Relationships</b>	<b>Communicate and Engage</b>	<b>Adept</b>
	Community and Customer Focus	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate

Local Government Capability Framework		
Capability Group	Capability Name	Level
 <b>Results</b>	<b>Plan and Prioritise</b>	<b>Adept</b>
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 <b>Resources</b>	<b>Finance</b>	<b>Adept</b>
	Assets and Tools	Adept
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational

## Focus capabilities

The focus competencies for the role are the competencies in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Adept	<ul style="list-style-type: none"> <li>Initiates action on team/unit projects, issues and opportunities</li> <li>Accepts and tackles demanding goals with drive and commitment</li> <li>Seeks opportunities to apply and develop strengths and skills</li> <li>Examines and reflects on own performance</li> <li>Seeks and responds well to feedback and guidance</li> </ul>
<b>Relationships</b> Communicate and Engage	Adept	<ul style="list-style-type: none"> <li>Tailors content, pitch and style of communication to the needs and level of understanding of the audience</li> <li>Clearly explains complex concepts and technical information</li> <li>Adjusts style and approach flexibly for different audiences</li> <li>Actively listens and encourages others to provide input</li> <li>Writes fluently and persuasively in a range of styles and formats</li> </ul>
<b>Results</b> Plan and Prioritise	Adept	<ul style="list-style-type: none"> <li>Consults on and delivers team/unit goals and plans, with clear performance measures</li> <li>Takes into account organisational objectives when setting and reviewing team priorities and projects</li> <li>Scopes and manages projects effectively, including budgets, resources and timelines</li> <li>Manages risks effectively, minimising the impacts of variances from project plans</li> </ul>

		<ul style="list-style-type: none"> <li>• Monitors progress, makes adjustments, and evaluates outcomes to inform future planning</li> </ul>
<b>Resources</b> Finance	Adept	<ul style="list-style-type: none"> <li>• Uses basic financial terminology appropriately</li> <li>• Considers the impact of funding allocations on business models, projects and budgets</li> <li>• Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition</li> <li>• Prepares and evaluates business cases with due regard for long term financial sustainability</li> <li>• Applies high standards of financial probity with public monies and other resources</li> <li>• Identifies, monitors and mitigates financial risks</li> </ul>