

Graduate Accountant

Finance & Procurement



Moreland
City Council

Position number:	3455
Classification:	Band 5
Award / LWAA:	Moreland City Council Enterprise Agreement
Department:	Business Transformation
Branch:	Finance & Procurement
Unit:	Finance Operations
Reports to:	Management Accounting Coordinator
Supervises:	N/A
Approved by:	Finance Unit Manager

Organisational values:



Position objectives

Reporting to the Management Accounting Coordinator, this role provides graduate level finance and accounting services to support the Finance Unit to become fully knowledgeable in the local government finance processes.

Key Responsibilities

The Graduate Accountant position is imperative for the financial services for Moreland City Council. The role is responsible for:

Revenue Services:

- To support the Revenue Services Team, in providing customer service and administrative support for the section including but not limited to the processing of all acquisitions, dispositions and changes of address, direct debit, copy notices, ownership requests and written enquiries
- To process and respond to customer requests in writing, by telephone and at counter
- Update collection agency database with current notes and details
- To produce copies of rate notices as requested
- To provide written correspondence to incoming requests
- To produce Land Information Certificates
- Assist Team Leader Revenue Services with debt collection

Accounts Receivable & Accounts Payable

- Prepare, issue and manage debtor invoices and credit notes in a timely and accurate manner
- Action recovery of all amounts due or payable to Council promptly in accordance with Debt Management (including Financial Hardship) Policy and the CEO endorsed Accounts Receivable Policy
- Liaise with the Councils appointed Legal Officer, Debt Recovery Agent or other persons associated with the recovery of outstanding monies to Council as and when required for debt recovery including rates recovery
- Prepare individual Aged Care reconciliations as required
- Attend to queries on accounts from Debtors
- Investigate and locate where possible the whereabouts of debtors, both on current and outstanding accounts

Financial Accounting

- Prepare reconciliations of the general and subsidiary ledgers
- Reconcile online payment gateway transactions and prepare refunds when appropriate
- Maintain Council's vendor system
- Assist with completing administrative tasks associated with the operation of Council's Developer Contribution Payments (DCP)
- Assist in the preparation of the BAS and other taxation based statutory items
- Provide support to the Finance Officer (Banking) when requested
- Process daily banking and ensure all receipts are reconciled if required
- Process daily receipting

Management Accounting

- Work with a Finance Business Partner to provide financial support to Senior Management, including variance analysis and budget management
- Provide support in ensuring the accuracy, timeliness and integrity of Council's financial systems, reporting and budgeting.

- Ensure efficient, effective and professional services and provided to customers and stakeholders with a focus in customer service.

Other duties:

- Relieve other officers in the unit during leave absences and in times of emergency
- All other duties and additional tasks as directed, within the skills and abilities of a position at this level.

Employee competencies

Competencies:

- **Community and Customer Focus:** Building strong customer relationships and delivering community / customer-centric solutions.
- **Ensures Accountability:** Holding self and others accountable to meet commitments.
- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives.
- **Instils Trust:** Gaining the confidence and trust of others through honesty, integrity, and authenticity.

Organisational relationships

Internal Relationships	Directors, Managers & other staff
External Relationships	General public, Vendors, Debtors, Government Agencies, Local Authorities, Ratepayers, Property Owners, Developers and Solicitors.

Job characteristics relevant to the position

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 6 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 5, Clause 5).

1. Accountability and Extent of Authority:

- The incumbent is responsible for the successful and timely completion of allocated responsibilities within the Finance Unit as directed by the Management Accounting Coordinator, Financial Accounting Coordinator & Team Leader Revenue Services and with guidance and support from senior finance staff.
- The incumbent is required to provide courteous, accurate and timely advice and assistance to all internal and external clients, with guidance from senior staff
- Freedom to act set by clear objectives and/or budgets, frequent consultation and regular reporting

2. Judgement and Decision Making:

- Proficiency in exercising judgement to identify suitable methods, technology and processes from a range of available alternative to achieve work objectives.
- Demonstrate decision making and judgement to resolve occasional complex or technical matters not previously encountered with creativity and originality, Ability to develop resolutions to problems using policies, procedures and guidelines and the application of professional/technical knowledge.
- Guidance and advice usually available within time to make a choice.

3. Specialist Knowledge and Skills:

- An understanding of GST legislation
- Able to demonstrate conceptual, problem solving and analytical skills.
- Strong attention to detail and a high level of accuracy.
- Strong problem-solving and investigation ability.
- Advanced MS Office suite and email skills and experience including strong administrative skills.
- Excellent numeracy and data analysis skills.

4. Management skills:

- Ability to manage time, set priorities, and plan and organise one's own work (and, where appropriate, that of other employees) to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable Ability to work independently as well as in teams.
- Ability to manage sensitive and confidential matters discreetly and tactfully.
- Ability to exercise initiative and find solutions to problems.
- Ability to be self-motivated and enthusiastic requiring minimum supervision for day to day tasks.

5. Interpersonal Skills:

- Ability to work co-operatively with others to achieve branch aims and objectives.
- Strong customer service orientation.
- High level verbal and written communication skills with the ability to comfortably interact over the phone.
- Able to build and maintain positive relationships, based on personal integrity and an ability to contribute to a team environment.
- Ability to gain cooperation and assistance from clients, other employees and members of the public in the administration of well-defined activities

6. Qualifications and Experience:

- Working towards a tertiary qualification in accounting or commerce (majoring in accounting,) or have recently completed
- Intent to begin working towards obtaining CPA or CA post tertiary qualification
- A good level of experience with computer operating systems
- Work experience in entry level finance roles is highly desirable but not essential

Physical Requirements of the position

TASK ANALYSIS

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kgs	()	()	()	(x)
-below 10kgs	()	()	(x)	()
Manual handling frequency	()	()	()	(x)
Repetitive manual work	()	()	()	(x)
Repetitive bending/twisting	()	()	()	(x)
Working with arms above head	()	()	()	(x)
Lifting above shoulder height	()	()	()	(x)
Using hand tools – vibration/powered	()	()	()	(x)
Operating precision machinery	()	()	()	(x)
Close inspection work	()	()	()	(x)

Wearing hearing protection	()	()	()	(x)
Wearing eye protection	()	()	()	(x)
Working in dusty conditions	()	()	()	(x)
Working in wet/slippery conditions	()	()	()	(x)
Wearing Gumboots	()	()	()	(x)
Wearing safety shoes/boots (steel cap)	()	()	()	(x)
Working with chemicals/solvents/detergents	()	()	()	(x)
Washing hands with soap (hygiene)	()	()	(x)	()
Working at heights	()	()	()	(x)
Working in confined spaces	()	()	()	(x)
Working in chillers (+4 degrees C)	()	()	()	(x)
Performing clerical duties	(x)	()	()	()
Working on a keyboard	(x)	()	()	()
Driving cars and/or trucks	()	()	(x)	()

Other special features (e.g. nature of chemicals, travelling requirements, etc):

7. Key Selection Criteria

The selection criteria for this position consists of the Job characteristics relevant to the position, this consists of:

- Working towards a tertiary qualification in accounting or commerce (majoring in accounting.) or have recently completed
- Work experience in entry level finance roles is highly desirable but not essential
- Good computer skills including experience with Microsoft programs such as Word and Excel.
- Good interpersonal communication and written skills.
- Ability to work under pressure, problem solve and have investigation skills
- Demonstrated ability to work effectively with a variety of internal and external stakeholders, as well as the ability to effectively in a team environment.
- Effective time management, with the ability to set priorities and plan and organise one's own work, and in appropriate circumstances that of other employees so as to achieve specific and set objectives in the most efficient way possible.