

|                              |                             |   |                             |
|------------------------------|-----------------------------|---|-----------------------------|
| <b>Position Title:</b>       | <b>Financial Accountant</b> |   |                             |
| <b>Position Code:</b>        | TBC                         |   | <b>Evaluated:</b> 26/4/2018 |
| <b>Award Classification:</b> | <b>Band:</b>                | 3 | <b>Level:</b> 1             |
| <b>Salary System Grade:</b>  | <b>Grade:</b>               | 4 | <b>Minimum Level:</b> Entry |
| <b>Approved:</b>             | N. Cowley                   |   | <b>Date:</b> 26/4/2018      |

## Primary Purpose of the Position

To assist the Coordinator and Manager of Financial Services to successfully deliver Council's 30 June 2018 financial statements and outcomes in an accurate and timely manner through the provision of competent financial analysis whilst complying with organisational policies and procedures and legislative requirements.

## Job Specific Key Accountabilities



The following Job Specific Key Accountabilities provide a high level description of the outcomes that the incumbent of this position is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council's **Our People Capability & Behaviour Framework**:

1. To carry out and/or provide assistance to the Coordinator and Manager Financial Services in the following tasks;
2. Prepare Annual Statements of Accounts, and supporting schedules, assist Council Auditors with the annual audit of Council finances;
3. Compile financial reports and returns to outside agencies, eg: Grants Commission
4. Co-ordinate the asset revaluation process when required
5. Ensure the General Ledger is appropriately maintained including management of relevant general journals entries where required
6. To carry out all duties and functions in a manner that promotes good teamwork and public relations.
7. Identify and communicate to management any issues/concerns effecting financial performance or suggestions, which will improve service quality.
8. Any other such duties that are commensurate with the employee's skill level, competency and training.

## Key Capabilities

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This position requires the following level of capabilities and behaviours in accordance with the Framework:

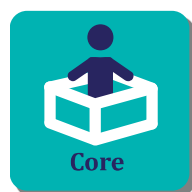


The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this position and should be read considered alongside the Job Specific Key Accountabilities:

### Muswellbrook Shire Council Capability Framework

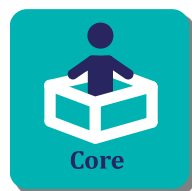
#### Group and Capability

#### Capability & Behaviour Descriptors



**Accountability:** Be responsible for own actions, act within levels of authority, and understand and apply legislative frameworks and policies

- Be accountable for your own actions
- Act within delegation of authority levels, and work within legislative frameworks and policies
- Understand the application of safe work practices, consider and address risks in daily operations



**Effective Communication:** Listen, interpret and convey information in a clear and respectful manner

- Present your ideas and views in a clear and respectful way
- Consider body language and facial expressions and adapt where necessary
- View concerns and disagreements as challenges to be solved, and follow issues through to resolution



**Ethical Behaviour:** Be professional, ethical, and demonstrate behaviour in line with Council's SPIRIT Values

- Represent Council in an honest, ethical and professional way, demonstrating Council's SPIRIT Values
- Understand and act in accordance with legislative and policy frameworks
- Recognise, seek advice and report misconduct, illegal and inappropriate behaviour

**Key Tickets, Qualifications and Other Skills**

1. Degree Qualification in Accounting, Business or Finance or comparable experience.
2. Demonstrated ability and experience in preparing annual financial statements.
3. Ability to manage time effectively and set priorities to achieve objectives within a timetable and with resources available.
4. Experience in written and oral communication including preparation of reports
5. Proficient computer skills particularly Microsoft word and excel in particular formulas and graphs
6. At least three years relevant experience in an accounting position.
7. Experience in Local Government accounting issues (desirable)
8. Demonstrated experience and/or capability to deliver the Job Specific Key Accountabilities (above).
9. Demonstrated Developed key capabilities as defined in the Key Capabilities Table (above).