

Position Description

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| Position Title: | Accountant - Business Partnering | |
| Directorate: | Governance | |
| Service Unit: | Finance | |
| Salary Point: | SP 14 | |
| Position Reports To: | Manager Business Partnering | |
| Staff Management: | Responsible for own work only | |
| Budget Responsibility: | No | |
| Date PD Reviewed: | April 2019 | |

Organisation Context of Position

City of Newcastle employs over 900 staff and is responsible for a local government area of 187km². Newcastle has a population of 148,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, City of Newcastle has a variety of locations across the City and encompasses 5 Directorates:

- Governance
- Strategy and Engagement
- People and Culture
- Infrastructure and Property
- City Wide Services

The purpose of Governance is to provide legal compliance and advice to inform evidence-based decision making throughout and across CN including:

- Legal compliance, good governance and ethical decision making
- The Directorate is primarily internal facing to effect regulatory and compliance advice across and on behalf of, CN through internal services to all service units
- The Directorate will also have direct community contact through the Regulatory & Assessment functions and customer /Councillor requests for information and advice
- The direct customer is CN through good governance across the organisation however, service provision must also be maintained to relevant external agencies
- Ensure cross functional working relationships, connections and collaboration to achieve 'whole of organisation' objectives

The Service Elements that form the Governance Directorate are:

- Finance
- Legal
- Regulatory, Planning & Assessment

Workplace Health & Safety

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| WHS RAA Level | Level 6 |
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For specific WHS Responsibilities, Authorities & Accountabilities applicable to this position, the position holder will refer to the WHS Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WHS Responsibilities, Authorities & Accountabilities.

Position Responsibilities

1. **Corporate Budget:** Assist the Manager Business Partnering in the development and implementation of the IP&R process that includes the Operational Plan, Delivery Program, Fees and Charges, and Quarterly Budget Reviews.

The accountant will have a focus on:

- a. Administering the Fees and Charges Framework
- b. Assisting the development of timetables, parameters and process guidelines
- c. Management of budget ledgers
- d. Assisting the development of reporting and ad hoc analysis

2. **Council Reporting & Monthly Financial Overview:** Provide support to the Manager Business Partnering to undertake monthly review of council's overall budget and financial position in accordance with the adopted operational plan.

Tasks will include:

- a. The review of transactions entering the finance system through avenues including purchase cards and manual journals,
 - b. The reconciliation and balancing of accounts including internals, suspense and others
 - c. Management and centralisation of standing journals, accruals and prepayments
 - d. Liaising with other business units including payroll, fleet and IT to ensure costings are entered on time and in full.
 - e. Analysis of financial positions and providing key insights where required
3. **Educate:** Provide financial support and training to operational staff across council where errors or process improvements are identified to ensure continuous improvement. This will include the assessment of primary root cause of variances and assisting staff to develop materials to mitigate future issues.
 4. **Financial Account Structure:** Develop and maintain the integrity of the OneCouncil financial structure including:
 - a. Ensuring chart integrity within the General and Project Ledgers
 - b. Administering Enterprise Budget module
 - c. Ensuring the correct financial integration of work orders set up by operational areas and
 - d. Leading ongoing process improvements
 5. **Grants Support (formerly Statutory reporting):** Assist in the grant management life cycle including but not limited to the receipting of funds, reconciliation to the grants register, acquittal support and reconciliation of restricted funds.
 6. **Annual Financial Statements:** Provide support to the Corporate Accountants for the preparation of Income and Expenditure calculations for AIFRS, Department of Local Government Code of Accounting Practice and Financial Reporting and Statutory requirements.
 7. **Emerging Issues:** Commitment to staying abreast of current and emerging accounting issues affecting the services provided by the Corporate Finance Team to the organisation.
 8. **Support:** Provide support to the position responsibilities contained in the Manager Business Partner and Finance - Business Partner roles.

9. **Any other accountabilities** or duties as directed by Supervisor/Manager which are within the employee's skill competence and training (including acting as a business partner to managers of business unit when required).

Essential

1. Degree qualifications in Accounting or Commerce and currently undertaking or completed CPA/CA program and or relevant experience.
2. Demonstrated experience and application of accounting principles and practices in accounting and financial management in relation to contemporary budget development and performance analysis in a large diverse organisation.
3. Business advisory experience, including an ability to analyse financial issues and outcomes including identification of alternatives and implementing assessed recommendations.
4. High level written and oral communication skills and an ability to work in a team towards the achievement of organisational goals.
5. Well-developed organisational and time management skills with the ability to prioritise competing tasks to achieve strict deadlines and corporate outcomes.
6. Advanced computing skills with proficiency in the use of the Microsoft Office suite i.e. Excel, Word and PowerPoint.

Highly Desirable

1. Working knowledge of Councils Financial Management Information System (Technology One Financials).
2. Experience in financial analysis, problem solving, research of technical accounting related issues and the formulation of a recommendation to management.
3. An understanding of Local Government financial policies and procedures and their practical application.
4. Sound understanding of external grants and contributions in accordance with Australian Accounting Standards.