

POSITION DESCRIPTION

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|---------------------------------|----------------------------------|
| Position Title: | Financial Improvement Accountant |
| Position Number: | 7141 |
| Group: | Corporate & Commercial Services |
| Business Unit: | Finance |
| Service Unit: | Finance |
| Reports To: | Financial Controller |
| Grade: | 13 |
| Hours Of Work: | 35 hours per week |
| Last Date Of Review: | September 2023 |
| Last Date Of Evaluation: | October 2023 |

Role Function Summary

The Business Improvement Accountant is a key role within Council's Finance Service Package providing essential financial services to the organisation. This position will support and enhance the Finance department by developing and improving Finance systems and processes.

Key Responsibilities (Major and Essential Job Functions)

- Review financial systems and processes, with an aim to make processes as easy and robust as practicable;
- Apply a customer focus lens to all review work
- Recommend systems changes or improvements and where possible implement those improvement
- Build financial models as required to analyse financial data and turn data into information and insights
- Build strong partnering relationships with key stakeholders in Business Units and become a trusted advisor. This will include assisting with business cases for major financial decisions and ensuring governance over the key assumptions applied
- Assisting with service reviews;
- Providing assistance with workorder creation, monitoring expenditures, budget allocation, reporting and closures;

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required from the business from time to time which are within the skills, competence and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

Community Vision

Singleton. Vibrant, progressive, connected, sustainable & resilient.

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|--------------------------------|--|
| Organisation Vision | ESSP - Engaged people; Safe and Sustainable workplace; and a Performance based culture. |
| Our Purpose | To “create community”. |
| Values and Behaviours | <p>Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council’s values, including the Code of Conduct. Council’s values are:</p> <p>Accountable</p> <ul style="list-style-type: none"> • We know what we do, and do what we say <p>Connected</p> <ul style="list-style-type: none"> • We work together to create community <p>Integrity</p> <ul style="list-style-type: none"> • We do the right thing <p>Care</p> <ul style="list-style-type: none"> • We are people who care <p>Adaptable</p> <ul style="list-style-type: none"> • We are ready to respond |
| Safe Workplace | It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times. |
| Policies and Procedures | <p>The responsibilities of this position are completed in line with all Council policies and procedures related to this position.</p> <p>Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.</p> |

Organisational Relationships

| | |
|--------------------------------|---|
| Internal Relationships: | Whole of Council; Finance Team; Leadership Team |
| External Relationships: | Customers and members of the public; Government Agencies; Banking Institutions; Other Council's; Community Organisations; Contractors and Consultants |
| Direct Reports: | Nil |
| Indirect Reports: | Nil |

Specifications and Technical Skills:

Essential Criteria:

- Degree qualifications in accounting, financial management or business management.
- Demonstrated financial systems development experience
- Demonstrated experience (minimum of 5 years) in a similar position within a large multi-disciplined organisation.
- Proven strong ability to develop, promote and implement reforms, systems and policies within a continuous improvement environment.
- Demonstrated ability in financial modelling.
- Demonstrated experience in providing sound advice, guidance and support to a wide range of key stakeholders across the organisation and providing support and mentoring to junior staff.
- Demonstrated high level of interpersonal, written and verbal communication skills with the proven ability to communicate with a wide range of stakeholders, both internal and external and build effective working relationships with people at all levels of the organisation.
- Demonstrated well developed negotiation and conflict resolution skills with the proven ability to negotiate suitable outcomes and resolve conflict in a difficult environment.
- Demonstrated highly developed time management and organisational skills and the demonstrated ability to prioritise and manage multiple tasks and meet critical deadlines.

- Demonstrated advanced computer skills utilising Microsoft Office, computerised financial management systems, project management systems and Electronic Document Management systems.
- Demonstrated analytical and research skills including extraction, collation and analysis of information from reports and presentation in a concise and meaningful manner.
- A commitment to providing excellent customer service to both internal and external customers of Council

Desirable Criteria:

- Membership of CPA Australia, Institute of Chartered Accountants in Australia or the Institute of Public Accountants.
- Previous local government experience.
- Demonstrated experience with Microsoft query and Crystal Reports.

Licences and Tickets:

- Driver's Licence

Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

Physical Requirements and Work Environment

| ACTIVITY | FREQUENCY | | | | # OF HOURS A DAY | | | | | | | |
|-----------|------------|----------|------------|------------|------------------|---|---|---|---|---|---|---|
| | Repetitive | Frequent | Occasional | Infrequent | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Sitting | | ✓ | | | | | | ✓ | | | | |
| Walking | | | ✓ | | | ✓ | | | | | | |
| Standing | | | ✓ | | | ✓ | | | | | | |
| Bending | | | | ✓ | ✓ | | | | | | | |
| Squatting | | | | ✓ | ✓ | | | | | | | |
| Climbing | | | | ✓ | ✓ | | | | | | | |
| Kneeling | | | | ✓ | ✓ | | | | | | | |
| Twisting | | | | ✓ | ✓ | | | | | | | |
| Lifting | | | | ✓ | ✓ | | | | | | | |
| Driving | | ✓ | | | | | | ✓ | | | | |

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

| | | | | | | | | | |
|---------------------------------|-------------------|-------------------------------------|----|-------------------------------------|---------------------------------|------------------|-------------------------------------|----|-------------------------------------|
| Hand Manipulation Required | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | Repetitive Hand Movements | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| | Right Hand | | | | | Left Hand | | | |
| Simple Grasping (hold bottle) | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | Simple Grasping (hold bottle) | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| Power Grasping (tight grip) | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | Power Grasping (tight grip) | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| Pushing Pulling (to from body) | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | Pushing Pulling (to from body) | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| Fine Manipulation (fine finger) | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | Fine Manipulation (fine finger) | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |

Tick below if these are requirements of the position:

| | | |
|---------------------------------------|---|---|
| Operating mobile plant | | Working with paints, solvents, oil, grease |
| Light repetitive handling | | Cold environment |
| Dog/cat control | | Climbing, working at heights |
| Cattle, sheep handling | | Confined spaces work |
| Native Animal, reptile handling | ✓ | Customer contact |
| Garbage collection | | Screen based work (intermittent) |
| Office, toilet cleaning | ✓ | Screen based work (constant) |
| UV exposed | ✓ | Clerical deadlines |
| Herbicide/Pesticide use | | Supervisory – clerical, planning, deadlines |
| Cooking | | Building trades work |
| Walking on Slopes / Hills / Gradients | | Motor trades work |
| Walking on uneven surfaces | | Child care |
| Working with bitumen | | Hospitality |
| Working with concrete | | Exposure to dust or fumes |

Skills Progression and Assessment Record:

Position Title: **Financial Improvement Accountant**

Employee:

| Skill Progression Requirements <input checked="" type="checkbox"/> Step Achieved | Salary Step | N/A | 1 | 2 | 3 | 4 |
|--|--------------------|------------|----------|----------|----------|----------|
| Strong customer service and stakeholder engagement skills | 1 | | | | | |
| Tertiary qualifications in Accounting, Commerce, Business or related field and considerable relevant experience | 1 | | | | | |
| High level computer literacy particularly in Excel | 1 | | | | | |
| Excellent verbal and written communication skills | 1 | | | | | |
| Demonstrated strong customer service and stakeholder engagement skills | 1 | | | | | |
| Demonstrated ability to adhere to Council's Recordkeeping procedures | 2 | | | | | |
| Prepare and review policies and procedures relevant to team | 2 | | | | | |
| Advanced understanding of Financial Reporting requirements relating to team functions | 2 | | | | | |
| Establish and maintain positive relationships with key stakeholders both internal and external | 2 | | | | | |
| Working knowledge of LG Accounting and Reporting standards | 2 | | | | | |
| Ability to assist in the preparation of the QBRs | 3 | | | | | |
| Ability to assist in the preparation of the Annual Budget | 3 | | | | | |
| Advanced knowledge of investments, grants and loans functions | 3 | | | | | |
| Ability to provide accurate and timely metrics reporting | 3 | | | | | |
| Demonstrated ability to cross skill and perform duties of other team members when required | 3 | | | | | |
| High level of Award interpretation. Advanced knowledge of relevant Acts, ATO Legislation and Regulations as relates to the commercial finance service delivery | 4 | | | | | |
| Demonstrated ability to Up Skill through performing relief duties during times of absence or when required | 4 | | | | | |
| Advanced ability to critically review Councils financial systems to recommend and implement improvements | 4 | | | | | |
| Ability to identify potential improvements and/or alternative solutions to work procedures that enhance Council's performance | 4 | | | | | |
| Undertake further studies pertaining to this position | 4 | | | | | |

Skills Review Year (eg 2023): _____ **Position:** _____

Annual Skills Assessment:

The following is to be completed at the time of the annual skills assessment.

Comments on Employee's attitude and application to work:

Employee's Comments:

Name

Signature

Date

Manager / Supervisor's Comments:

Name

Signature

Date

Director's Comments:

Name

Signature

Date

| Summary of Skills Assessment | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| Total number of skills at each salary step = | | | | |
| Number of skills not applicable at each salary step = | | | | |
| Number of skills achieved at each salary step = | | | | |
| Number of skills not achieved at each salary step = | | | | |
| <input checked="" type="checkbox"/> Proposed Salary Step Placement | | | | |