



ASSISTANT ACCOUNTANT

POSITION PROFILE

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| Division | Corporate Support | Status | Permanent, 35 hours/week |
| Unit | Financial Services | Salary Grade | Grade 8 |
| Reports to | Team Leader Financial Planning & Analysis | Reviewed | March 2024 |

STRATEGIC INTENT

The security and integrity of Council's finances is vital to building trust with our community, staff and stakeholders. The Assistant Accountant position contributes to this by assisting in the provision of prudent management of Council's financial records and resources.

POSITION PURPOSE

The Assistant Accountant will:

- Assist in the daily operations of the Financial Planning & Reporting group including those associated with the functions of management accounting, financial accounting, financial planning and analyses and asset accounting.
- Support the Financial Planning & Reporting group with the production of high-level performance reports, financial results as well as detailed supporting data to meet the financial information needs of Managers and staff at various levels.
- Partner with the Financial Systems Advisor to critically analyse and manage Council's financial data to ensure the integrity and quality of reporting from Councils ERP.
- Assist and educate the business about Council's financial data and how to best utilise Councils ERP.
- Assist the Financial Planning & Reporting group with the allocated monthly financial reporting deliverables, ensuring they are completed accurately within timetable deadlines.
- Working with the Finance Business Partners to assist collaboration with the business on a regular basis for planning, forecasting and budgeting activities including quarterly budget reviews.
- Assist with the preparation of Council's Annual Financial Statements in accordance with Australian Accounting Standards and Local Government legislation and within statutory deadlines.

- Identify and support continuous process improvements in financial reporting and analytics.
- Work closely with the Financial Planning & Analysis team to meet the strategic objectives of Sutherland Shire Council.
- Proactively participate as a team player to contribute towards the successful achievement of team work objectives including assisting with the development of finance initiatives across various project teams and internal support groups.
- Assist the Financial Planning & Reporting Team Leaders and perform other tasks or duties as directed which are within the limits of the employee's skill, competence and training.

TEAM STRUCTURE



POSITION OUTCOMES AND ACCOUNTABILITIES

| OUTCOME TO BE DELIVERED |
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| <p>Change Management</p> <p>Ensure effective change management in the implementation of a portfolio of projects and activities that together enhance the robustness and quality of Council's financial services.</p> |
| <p>Continuous Improvement</p> <p>Identify and implement continuous improvement of business processes and practices associated with the treasury function.</p> |
| <p>Risk Management</p> <p>Contribute to management of the risk associated with the delivery of specified Core Functions, Processes and Activities and associated projects.</p> |
| <p>Operational Planning</p> <p>Proactively contribute to the successful delivery of accounting services team outputs in the Community Strategic Plan, Delivery Programme, Business Plan and Operational Plan by providing expert subject matter knowledge and skills to the unit.</p> |
| <p>Performance Management</p> <p>Proactively monitor and self-manage performance and act on constructive feedback.</p> |

Resource Management

Ensure effective resource management (financial, workforce and assets).

Customer Management

Ensure all interactions with customers (both internal and external) align with our brand, enhances our relationships, improve customer satisfaction and inform service delivery.

Other

Any other duties within area of skill as directed.

SELECTION CRITERIA / SUCCESS PROFILE

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| Qualifications, Certificates or Licences | Essential | <ul style="list-style-type: none"> You will have Tertiary qualifications in a relevant discipline and/or equivalent experience |
| | Desirable | <ul style="list-style-type: none"> You may have completed (or currently undertaking) a Bachelor's degree in accounting, commerce, business or a related field. |
| Experience or skills | Essential | <ul style="list-style-type: none"> You will have experience working in a finance team. You will have knowledge of contemporary financial accounting concepts. You will have superior organisational and communication skills with the ability to assist teams manage their competing priorities to meet critical deadlines. You will have a high level of attention to detail. You will have demonstrated experience with financial systems and high IT literacy. |

CORE CAPABILITIES

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| Attributes | <ul style="list-style-type: none"> ▪ Decision making: Achieving desired outcomes by evaluating and identifying options and involving others in decisions affecting them. ▪ Goals oriented: Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them. ▪ Critical thinking: Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders. ▪ Communication skills: able to articulate complex and technical matters in simple terms. ▪ People skills: empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary. ▪ Team focussed: Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues. |
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OUR VALUES

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| Behaviours | <ul style="list-style-type: none"> ▪ Collaborate – We are a united team. We work together to deliver great outcomes for our community ▪ Achieve- We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community ▪ Respect – We communicate openly, act with integrity and are inclusive ▪ Evolve – We look for opportunities and embrace change, championing new ideas, and celebrating solutions. |
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CORPORATE OBLIGATIONS

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| Employees | No direct reports. Unit structure attached. |
| Delegations | Authority to operate within the Delegations attached to the position |
| Risk Management | Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks. |
| Financial Management | This position has been identified as having the responsibility of managing financial transactions for the organisation, as required. In understanding these duties, you are placed in a position of trust and must abide by Council's Code of Conduct at all times. In the event that fraudulent conduct is suspected or identified, relevant processes including disciplinary will be followed, and where appropriate, relevant external agencies may be notified. |
| Workplace Health and Safety | Comply and co-operate with WHS policies, procedures, instructions and safe systems of work. |
| Code of Conduct | All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it |

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| Workplace Behaviour & EEO | All activities must comply with Council's Workplace Behaviour Guidelines. |
| Enterprise Content Management | Comply with Council's Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction |
| Continuous Improvement | Identify obsolete and inefficient practices and recommend changes where appropriate |
| Customer Focus | Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery |
| Procurement | Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement |