



FINANCIAL ACCOUNTANT

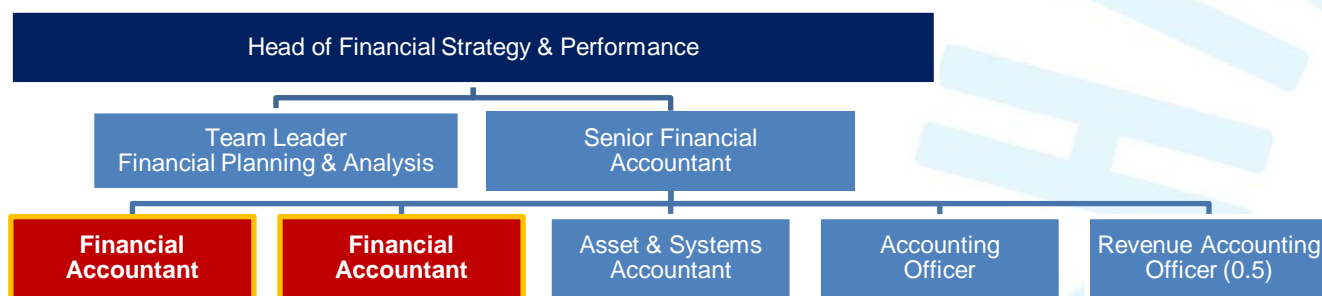
POSITION PROFILE

Division	Corporate Support	Status	Permanent, Full Time
Unit	Financial Services	Salary Grade	Grade 11
Reports to	Senior Financial Accountant	Reviewed	November 2022

POSITION PURPOSE

- Actively participate in the execution of Council's accounting function including responsibilities associated with financial accounting, asset accounting, treasury management and taxation.
- Ensure the accuracy and integrity of all financial transaction processing through compliance with Australian Accounting Standards, State and Federal legislation, government accounting obligations, statutory requirements as well as Council policies & procedures.
- Provide accurate and timely information on financial accounting matters to internal and external stakeholders as required including the provision of support to the Financial Services staff to resolve the more complex financial accounting issues and implement agreed actions.
- Supervise Council's investment portfolio in accordance with Council's *Investment Policy* including the provision of research and advice towards its maximisation, undertaking necessary reconciliations and satisfying all reporting and administrative requirements.
- Coordinate the management of Council's loans and leases portfolio ensuring compliance with all relevant AASB Accounting Standards, financial institution terms and conditions, and any other obligations required of Council.
- Collaborate with other areas of Council to facilitate the effective management of Council's restricted funds (including but not limited to security bonds, deposits, grants, and developer contributions) to ensure maximum effectiveness.
- Provide strategic, operational and thought leadership of the banking and treasury function of Council including the provision of strategic and operational advice to Council Business Units on transaction banking products and services to improve the efficiency of their banking transactions.
- Develop and maintain relationships with key internal and external stakeholders including but not limited to Council's partnering financial institutions, investment advisors, NSW Audit Office, and internal auditors.
- Ensure all routine bookkeeping processes are executed efficiently and effectively including but not limited to end-to-end bank reconciliation and balance sheet account clearing.
- Develop and administer Council's various payment channels including integrations between Council's core accounting information system and ancillary applications across the organisation.
- Work independently to achieve individual performance levels as well as working cooperatively within a team, helping to achieve team objectives by contributing to a team environment of knowledge and information sharing, continuous improvement, and skill and capability development.
- Act as the Senior Financial Accountant, and perform other duties as required.

ACCOUNTING SERVICES TEAM STRUCTURE



SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> You will have a Bachelor's degree in either accounting, commerce or other relevant field. You will hold a Class C Drivers Licence.
	Desirable	<ul style="list-style-type: none"> You may have, or be working towards, membership of a professional accounting body such as CAANZ or CPA.
Experience or skills	Essential	<ul style="list-style-type: none"> You will have an understanding of Australian Accounting Standards and taxation law and their application to a variety of business requirements. You will have an understanding of financial markets and financial instruments. You will have significant experience undertaking complex reconciliations including verifications with external third party data and databases. You will have a high level of attention to detail. 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 strong emotional intelligence and a proven ability to work collaboratively and foster effective strategic relationships with customers at all levels both internally and externally.
	Desirable	<ul style="list-style-type: none"> You may have experience working with TechnologyOne.

CORE CAPABILITIES

Attributes

- **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

OUR VALUES



Behaviours

- **Collaborate** - be open and welcoming, genuinely connect to others, include others, work together as one
 - **Achieve** - be enthusiastic and optimistic, make a positive contribution, set goals to be the best you can be, deliver every day
 - **Respect** – be honest and trustworthy, do what you say you will put yourself in the other person's shoes, listen to what's important to others
 - **Evolve** – stay up to date, take on new opportunities, think creatively about solutions, be a big picture thinker
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CORPORATE OBLIGATIONS

Employees	There are no employees reporting to this position.
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 Accountability	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
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