



Position Description

Accountant

Date: March 2020

Division: Finance

Position title:	Accountant
Classification:	Grade 4 - 5 Depending on skills and experience.
Reports to:	Corporate Accountant
Direct reports:	Nil
Liaison:	Internal – All Council staff and Management External – Ratepayers, suppliers, and some liaison with other government departments and councils
Position purpose:	The position is an entry level position aiming to give a broad range of accounting experience from preparing and posting journals, completing reconciliations, fielding financial enquiries, maintaining financial schedules to monthly financial reporting and analysis, budget management and taxation compliance.

1. Organisational Commitment

Employees are required to work toward the goals, values and corporate objectives of the Uralla Shire Council and accordingly demonstrate the following inherent requirements:

- **Professionalism, Integrity & Ethics**– display a high level of effort and commitment to work performance, exercise reasonable skills and diligence, adhere to Council and industry standards and codes of ethics, and demonstrate trustworthiness and responsible behavior.
- **Teamwork** - encourage and facilitate cooperation, pride, trust, and group identity; foster commitment and team spirit; work cooperatively with others to achieve required outcomes.
- **Customer Service** - work and communicate with the general public, internal and external customers to provide information and quality services targeted to meet customer expectations.

2. Responsibilities, Competencies and Accountabilities

Core Responsibilities

General Duties

- Carry out input of data into appropriate financial systems including but not limited to:
 - Debt recovery
 - Debtors/Creditors
 - Rates
 - General Ledger
 - Work Orders
 - Bank Reconciliation
- Assist the Corporate Accountant and other Finance Officers when required including reconciliations, audits, cash flow monitoring and investments.
- Assist with compilation of Annual Financial Statements and reports
- Assist with the compilation of Council's Annual Report.
- Assist in the preparation of the BAS statement.
- Assist with the monitoring and review of monthly financial results.
- Assist with annual budget development, reconciliation, and maintenance of budgets.
- Assist with month end reporting tasks (e.g. raise and enter journals with appropriate documentation, review general ledger for abnormal transactions and adjust were required).
- Assist with the maintenance of sub-ledgers (e.g. section 7.11 contributions) and general ledger accounts, and complete reconciliations.
- Prepare reconciliations of balance sheet accounts as required.
- Coordinate fixed assets stocktakes and keep fixed assets register up to date.
- Assist in preparation of year-end financial information for audit. Liaison with internal and external auditors as required.
- Assist and relieve staff within the Finance Division as required including on projects and ad-hoc reports.
- Carry out other duties as directed within the scope, skill and competence level of the position and employee.

Key Tasks

As per those determined in the annual divisional review and within the essence of the positions core responsibilities, (as set out above), notwithstanding the need to review and alter the list in response to operational changes, workloads and staff development on an on-going basis. Where it is required that tasks need to be added/removed this will be clearly communicated to the incumbent.

Competencies and Accountability

The incumbent will be required to have competencies and accountability relevant to the position in-line with those set out in the Local Government Award for Band 3 Level 1 Professional/Specialist, they are as follows:

Authority and accountability: Provides specialised/technical services to complete assignments or projects in consultation with other professional staff. May work with a team of technical or administrative employees requiring the review and approval of more complex elements of the work performed by others.

Judgement and problem solving: Problems require assessment of a range of options having elements of complexity in reaching decisions and making recommendations. Precedent is available from sources within the employer, and assistance is usually available from other professional/specialist staff in the work area.

Specialist knowledge and skills: Positions require considerable knowledge in a specific area with a sufficient level of skills and knowledge to resolve issues having elements of complexity that may not be clearly defined.

Management skills: Positions at this entry level to the Professional/Specialist Band are not required to possess management skills.

Interpersonal skills: Persuasive skills are required to participate in technical discussions to resolve problems, explain policy and reconcile viewpoints.

Qualifications and experience: Professional/specialist positions require professional qualifications to apply theoretical knowledge to practical situations.

Performance Measures

As per those set out in the annual performance assessment, or as determined following the appointment of a new officer for a remaining part year.

Performance measures are determined giving consideration to the desired corporate objectives of the organisation as set out in Corporate Service Plans and the broader community services delivery outcomes as detailed in Councils Operational Plan and Delivery Program.

Delegation of Authority

Delegations of Authority are detailed under separate official delegation instrument through the General Manager and are reviewed annually.

3 Terms and Conditions of Employment

Required personal attributes and qualities

- Leadership – The ability to demonstrate and provide leadership in the long term interests of the organisation.
- Understanding and acceptance of a change culture – The ability to embrace a continual change position and readily look to seek out and implement new initiatives for the betterment of the community and for the long term sustainability of Council's operations.
- Relationships – The ability to build effective and productive relationships within internal and external stakeholders.

- Commitment, attitude and application to duties – The ability to apply an appropriate level of commitment, attitude and application to duties which will result in measurable outputs and results against identified performance indicators.
- Professionalism – The ability to participate and contribute as a team member in a manner which is supportive and professional, including being respectful of differences of opinion, whilst maintaining the ability to accept the final determination.
- Cooperation and cohesion – The ability to maintain cooperation and cohesion when undertaking all duties in an environment where leadership is provided and professional standards are observed.
- Positive and proactive – The ability to maintain a positive and proactive disposition in times of contradiction and challenge to ones professional and ethical position.
- Practical and common sense approach – The ability to apply a practical and common sense approach to problem solving and to look for innovative solutions.
- Ethics, integrity and values – to always display ethics, integrity and values that reflect personal conduct beyond reproach.

Corporate Accountabilities

- Comply with all legislative requirements of the role.
- Ensure that personal and professional behavior is consistent with the values outlined in the Model Code of Conduct for Local Councils in NSW and the Uralla Shire Council Workplace Standards of Conduct.
- Adhere to Council plans, policies and protocols, and actively document and revise procedures as required, to ensure they remain current and relevant.
- Store and maintain corporate records in Councils electronic document management system in accordance with relevant protocols, procedures and the State Records Act.
- Actively share information and knowledge on issues, training and practices to relevant staff.
- Identify and subsequently remove, mitigate against or minimize exposures to risk.
- Dress appropriately for the role, including wearing an appropriate uniform if required.

Perform as a Team Member

- Productively and cooperatively contribute to the outcomes of work teams.
- Attend and positively contribute to team meetings.
- Take responsibility for and manage own work and contribute to a productive team and work environment.
- Work cooperatively and proactively to achieve the objectives of Services Plans and the priorities identified in the Community Strategic Plan.
- Regularly review and appraise own performance against required levels.
- Undertake an annual performance assessment and contribute to the development of annual work and training plans.

Customer Service Responsibilities

- Comply with Councils Customer Service Charter and Standards.
- Be accessible and provide customers with clear and accurate information.
- Communicate with customers in a professional and courteous manner.

- Maintain a proactive flow of information with customers.
- Manage customer enquiries, complaints and record keeping within required timeframes.
- Maintain a high standard of personal hygiene and grooming.

Work Health and Safety Responsibilities

- Follow safe practices/procedures to perform your duties in a manner so as not to put yourself or others at risk of harm.
- Immediately report any hazards, incidents and accidents to the relevant supervisor and take appropriate action.
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified.
- Participate in the development and review of Risk Assessments.
- Report all incidents and near misses.
- Comply with the return to work program.

EEO and Anti-discrimination Responsibilities

- Adhere to all legislation and follow all protocols and procedures.
- Act to prevent workplace harassment or discrimination and report any known incidents.

4 Selection Criteria

Essential Criteria:

- Qualifications in a Business/Finance discipline at Certificate IV level or above (or significant progress towards successful completion)
- Experience in a demanding work environment requiring effective time management in order to meet various deadlines for multiple tasks.
- Good administrative skills including attention to detail.
- A working knowledge of the roles and responsibilities set out in the Workplace Health and Safety Act and the principles of equal employment opportunity.
- Demonstrated experience in the use of the Microsoft Office suite of products, particularly Excel.
- Experience with numerical data input.
- Above average communication and interpersonal skills
- Ability to work independently and as part of a small team.
- Demonstrated problem solving skills.
- Hold and retain a current Australian Class C Drivers Licence.
- Possession of (or ability to acquire) a National Police Check.

Desirable Criteria:

- Prior experience working in local government

5. Acknowledgment

I have received and read the position description as detailed above.

Job Occupant:

Date:

Name:

Supervisor:

Date:

Name:

Key tasks, performance measures and delegations of authority documents will be provided by your supervisor.

Please note- Position Descriptions are reviewed to ensure they are current and may need to be altered from time to time. Any changes will only occur following consultation with the incumbent and will reflect the organisational requirements at the time.