

POSITION DESCRIPTION

Position Title	Accountant – Projects
Position No.	854
Position Status	Full-time (1 EFT)
Business Unit	Finance
Division	Corporate Services
Classification	Band 7
	Terms and conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement
Date Approved	November 2022
Approved By	General Manager Corporate Services

WELLINGTON SHIRE COUNCIL VALUES

Cooperation	Working together, teamwork, collaboration and being solution-oriented.
Integrity	Acting with respect, honesty, reliability, trust, tolerance and understanding.
Balance	Demonstrating fairness, equity and flexibility. Consider work-life balance and balancing community needs against resources.
Professionalism	Personal development and meaningful work, being competent, innovative and courageous, focus on excellence and continuous improvement.
Sustainability	Going above and beyond to demonstrate commitment to leading sustainable practices and encouraging and supporting others to do the same

POSITION OBJECTIVE

The Accountant – Projects will work as a key member of the Finance team to develop and implement accounting projects across the organisation as identified by Manager Corporate Finance and Coordinator Accounting and Payroll.

ORGANISATIONAL RELATIONSHIPS

Reports to	Manager Corporate Finance
Supervises	Nil
Internal Liaisons	All Council staff

External Liaisons

Government Departments, Council, Auditors (internal and external),
Council's bankers and other Councils

DELEGATIONS/AUTHORISATION

This position has delegations / authorization to exercise power as conferred by section 98(1) of the Local Government Act 1989 and other legislation referred to in [S6 Instrument of Delegation](#) to Members of Council Staff, [S7 Instrument of Sub-delegation](#) by the Chief Executive Officer to staff or [S11 Instrument of Appointment and Authorization](#).

QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE

Accountability and Extent of Authority

- Accountable to the Manager Corporate Finance for the undertaking of projects
- Adherence to agreed timelines
- Work is to be performed in accordance with relevant Accounting Standards and other applicable legislation
- Managing operational and project budgets associated with delegated responsibilities.

Judgement and Decision Making

- Responsible for developing and implementing agreed projects in line with the Council Plan, policies and strategies as required by legislation or as budgeted.
- Responsible for day to day operational decisions with limited supervision.
- Ability to solve problems using procedures, guidelines and professional knowledge gained through experience. Problems are occasionally of a complex nature.
- Guidance and advice are available from the Coordinator Accounting and Payroll.

Specialist Knowledge and Skills

- Sound knowledge and understanding of Accounting Standards and their application in a local government environment.
- A high level of proficiency in the use of PCs and application software, in particular computer based accounting and finance systems and the Microsoft Office suite of products.
- Investigative and analytical skills are required to enable preparation of ad hoc financial reports.

Management Skills

- Ability to manage time, set priorities, plan and organize own workload, in order to facilitate the achievement of specific and set objectives in the most efficient manner, maximizing resources available and within appropriate timeframes.

Interpersonal Skills

- Good oral and written communication skills, particularly in the area of financial reporting.
- The ability to gain cooperation and assistance from other employees and external parties is essential.
- Capable of providing guidance and expert advice in non- technical language relating to accounting for capital works and assets.

Qualifications and Experience

- Tertiary qualification in Accounting with CPA/CA designation.
- Experience in the preparation of financial reports and budgets is essential for this role.
- Experience to manage a small team as necessary is desirable.

The ability to obtain and maintain the following qualifications, registrations and certifications:

- Tertiary qualified in Accounting with CPA/CA designation (or in progress to achieving) is essential
- Certified Practicing Accountant (CPA) Annual Membership.

PEOPLE - RESPONSIBILITIES

Developing people, assigning work, setting work environment, monitoring performance, developing own and team's accountabilities.

- Undertake regular meetings with all direct reports and provide constructive feedback, coaching and direction to ensure position requirements and Corporate Performance Indicators (CPIs) are being met effectively and efficiently.
- Undertake formal performance appraisals twice per annum with all direct reports to identify and acknowledge both achievements and opportunities for improvement against CPIs and position requirements.
- Ensure all team members (and self) are aware of and adhere to, Council policies and OH&S requirements incl. task analyses (if applicable).
- Ensure team members maintain the technical capability to perform their role and encourage skill development and learning where required.
- Communicate relevant matters via individual and/or team meetings.
- Undertake effective recruitment and training of staff.

OPERATIONAL - RESPONSIBILITIES

Developing technical knowledge, monitoring technical systems, managing stakeholder relationships.

- Monitor and adjust plans and resources as required to ensure all CPIs, service levels and other targets are continually met.
- Coordinate the implementation of improved efficiencies and/or effective team work practices as per Wellington Excellence to ensure continuous improvement.
- Review Team Systems View at least once per annum to ensure currency is maintained and that all team members have a shared understanding of team purpose and direction.
- Coordinate the annual review of all team processes and identify and implement opportunities for improvement.
- Work collaboratively with all teams and other stakeholders to ensure that effective internal and external customer service is delivered, community engagement processes are followed and that all CPIs and targets are met.
- Provide input into key business unit risks and mitigating actions and ensure that the risk management plan is up to date.
- Ensure that all team members, and self, maintain complete and accurate records of all work related activities including documentation and administration as per the Council's records management policy and adherence to the written style guide.
- Be familiar with and understand the strategic and operational risks relating to your business unit, advise supervisors of any new risks you may identify, and provide input, assistance and advice where applicable.

SCHEDULING - RESPONSIBILITIES

Aligning strategy to team outputs preparing plans, reporting on performance against plans, managing budget, planning and allocating resources, scheduling team's work.

- Ensure that team and individual staff activities contribute towards the achievement of business unit and organisational goals, demonstrating alignment through daily and/or regular planning and reporting activities.
- Plan and provide input into team budgets on a monthly and annual basis.
- Report monthly on the progress and percentage completion of CPIs, team projects and other monthly highlights in the corporate planning and reporting system.
- Accurately report service area data and other information annually to support LGPRF and Annual Reporting (as applicable).
- Resolve any audit findings within agreed time frames.
- Assist with emergency related functions, by mutual agreement, in the event that the Municipal Emergency Management Plan (MEMP) is enacted, including the provision of emergency response, relief and recovery services to the community.

POSITION SPECIFIC - RESPONSIBILITIES

- Effectively develop and deliver finance projects in accordance with relevant Accounting Standards and other applicable legislation and in line with CPIs.
- Analyse and complete projects as allocated by the Manager Corporate Finance