



## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Team Leader Accountants</b>
<b>Position No.:</b>	<b>182</b>
<b>Position Status:</b>	<b>Permanent Full-time (up to 12 months)</b>
<b>Business Unit:</b>	<b>Corporate Finance</b>
<b>Division:</b>	<b>Corporate Services</b>
<b>Date Verified:</b>	<b>August 2016</b>
<b>Approved By:</b>	<b>General Manager Corporate Services</b>
<b>Enquiries:</b>	<b>Human Resources Officer 5142 3201</b>

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### APPLICATIONS

- Please include the following information:**
    - Personal details (telephone number, postal address etc.).
    - Employment history including full details of prior experience and present position.
    - Knowledge/understanding, abilities and skills relevant to the vacant position.
    - Details of formal qualifications (including date of issue).
    - Copies of recent references or details of referees who may be contacted.
    - Applicants should address key selection criteria (5 items each approx. 200 words)
  - Online applications to be addressed to:** Human Resources Officer, via our website. Please mark your application: "**Application – Position 182**".
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**Sale Service Centre**  
18 Desailly Street (PO Box 506)  
SALE VICTORIA 3850  
Tel: **1300 366 244**  
Fax: (03) 5142 3499  
[www.wellington.vic.gov.au](http://www.wellington.vic.gov.au)

## **JOB STATEMENT**

The Team Leader Accountants will take pride in ensuring that appropriate focus is given to the accurate accounting and reporting of Council's financial operations, capital works and assets. The person will manage a small team delivering high quality, efficient, effective and timely financial reporting, business analysis and planning (budgeting) services to the organisation.

## **KEY RESPONSIBILITY AREAS**

### **Financial Management and Reporting**

- Participate in the preparation of Council's annual financial statements, including coordinating capital works reporting requirements.
- Ensure that surplus funds are invested in approved institutions in accordance with Council's investment policy.
- Monitor Council's cash to ensure sufficient is available to meet organisational needs.
- Supervise and review the preparation of Financial and Management reporting.
- Prepare adhoc financial reports (including project costing) as required by Supervisor and Manager Corporate Finance.
- Develop and maintain a high level of technical knowledge for all financial systems, including spreadsheet models, and provide support to business unit teammates, when required.
- Monitor Capital program and assist with maintaining capital ledgers.

### **Budget**

- Participate in the preparation of Council's annual budget and regular review process, including coordinating the capital works budget.
- Liaise with Business Unit leaders in monitoring actual financial performance against budgeted assisting where possible with solutions to address significant variances.
- Provide first point of contact and assistance to selected business units with regard to all financial management matters and resource accountants to respond as necessary.

### **Asset Accounting**

- Develop a thorough understanding of the nature, composition and lifecycle of Council's assets, in particular infrastructure assets.
- Provide guidance to the Built & Natural Environment staff throughout the asset revaluation cycle, as required by Accounting Standards.
- Liaise with Asset Accounting staff to ensure monthly reconciliation of Asset registers with general ledger balances, and prompt processing of depreciation charges.

### **Grant Acquittals and Monitoring**

- Facilitate the annual Victoria Grants Commission return in a timely manner, liaising with other Business Units to ensure collation of information required.
- Liaise with staff across the organisation to provide support for the accurate completion of financial acquittal requirements.

## **Human Resources**

- Manage staff in the Accountants team in accordance with delegated authority, policies and procedures.
- Promote and foster a culture that focuses on customer service and achievement of results.
- Provide and maintain an environment that encourages initiative, innovation, problem solving and motivation from all staff.

## **Other**

- Prepare and review monthly selected General Ledger reconciliations as part of the teams' workload allocation.
- Provide back up support and relief to other staff members as required.

## **General**

- Perform other duties as agreed, from time to time, to ensure new initiatives are implemented and team objectives are achieved.
- Ensure all work plan objectives are achieved.

## ***ORGANISATIONAL RELATIONSHIPS***

- Reports to: Coordinator Accounting and Payroll
- Supervises: Two Management Accountants  
Accounting graduates from time to time  
Work experience students (adhoc)
- Internal Liaisons: Finance Business Unit staff, and other Business Unit staff
- External Liaisons: Government Departments, Council, Auditors (internal and external), Council's bankers and other Councils

## ***JOB ENVIRONMENT***

Terms and Conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement.

- Band 6
- 38 hours per week
- Indoor environment
- Local Government

The position holder is expected:

- Contribute to the achievement of the Council Plan and Business Unit Plan by achieving financial, customer service and other relevant targets as applicable.
- As part of a team, contribute to the successful implementation of Council's Business Improvement Program.
- Follow safe work practices, procedures and instructions.
- Perform all duties in a manner that ensures personal health and safety of others in the workplace.
- Report all hazards and incidents that may cause harm.
- Participate in ongoing personal development as required.
- Act in accordance with Council and Administrative Policies, relevant legislation and Council's Staff Code of Conduct. Particular emphasis is placed on staff adherence to the following policies:
  - Occupational Health & Safety
  - Equal Opportunity
  - Bullying and Harassment
  - Use of Information and Telecommunication Systems
  - Information Privacy
  - Risk Management
  - Fraud Control
  - Charter of Human Rights
  - Staff Code of Conduct

***Accountability and Extent of Authority***

The Team Leader Accountants is directly responsible for ensuring that Council's Financial system and reporting for operations, capital works and assets are accounted for in accordance with relevant Accounting Standards and other applicable legislation and capable of review by supervisors per the timetable requirements. The Team Leader Accountants is responsible for a team of finance staff who prepare financial information, the annual budget and annual financial statements and indicators by coordinating the accountants' team efforts to meet their objectives.

The freedom to act is governed by Council policies and objectives, budget parameters, government legislation, audit requirements and direction from Coordinator Accounting and Payroll.

***Judgement and Decision Making***

- Investigative and analytical skills are required to enable preparation of ad hoc financial reports.
- The nature of the role involves problem-solving skills. While management advice and guidance are available when required, the individual's knowledge of accounting standards and their application in a capital works environment are a key strength.
- The position holder is encouraged to improve and/or develop methods and procedures in use within their area of responsibility to increase efficiencies and make better use of resources available.

***Specialist Knowledge and Skills***

- Sound knowledge and understanding of Accounting Standards and their application in a local government environment is required to fulfil this role.
- A high level of proficiency in the use of PCs and application software is essential, in particular, computer based accounting and finance systems and the Microsoft Office suite of products.

***Management Skills***

- The position holder must have the ability to plan priorities, organise the team, motivate staff to meet goals and control the quality of outputs from the team in order to achieve desired outcomes for the organisation.
- The position holder must demonstrate ability to manage time, set priorities, plan and organise his/her own workload, in order to facilitate the achievement of specific, and set objectives in the most efficient manner, maximising 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. The incumbent must be able to provide guidance and expert advice in non-technical language relating to accounting for council operations, capital works and assets.

### ***Qualifications and Experience***

- Tertiary qualification in Accounting with CPA/CA designation is essential.
- Experience in the preparation of financial reports and budgets is essential for this role.

### ***KEY SELECTION CRITERIA***

- A tertiary qualification in Accounting with CPA/CA designation is essential.
- Several years of experience in a range of financial activities, including financial reporting and budgeting is required.
- A high level of proficiency in the use of PCs and application software is essential, in particular Microsoft Excel.
- Proven ability to work well in a team environment and to remain on track and focused in a regulated, driven environment.
- Experience in managing a small team is desirable.