

POSITION DESCRIPTION

Financial Accountant

Position number		1037
Directorate		Customer and Corporate Services
Service unit		Financial Services
Classification		Band 7 (Moorabool Shire Council Enterprise Agreement No 10, 2023)
Organisational relationships	Reports to	Coordinator Financial Services
	Directly supervises	Accounts Payable Officer Contracts & Procurement Officer Finance Officer
	Internal relationships	All staff
	External relationships	Auditors, Government departments/agencies, other Councils, Banks, Suppliers
Probation period		6 months (applies to all new employees)
Approved by (position title)		Chief Financial Officer
Date		1 st July 2024
Position purpose		<ul style="list-style-type: none"> To support the Coordinator Financial Services in undertaking the full range of accounting functions, including responsibility for the Council's purchases and payable. To contribute to the operations of finance through active teamwork and effective performance of the responsibilities and duties of the position.

Key responsibilities and duties

Business Partnering

- Provide a key business support/business partnering function for assigned directorates on an annual basis.
- Take a lead role in providing periodic budget support, profiling and forecasting, strategic financial advice and assistance to the nominated directorate

- Analysis of monthly management reports for assigned directorates, and liaise with Service Unit Managers regarding changes to forecasts and major year to date variances.

Financial

- Oversee purchase card system.
- Provide a key business support/business partnering function for a directorate on an annual basis.
- Oversee the accounts payable function and undertake a final review of all payment runs.
- Prepare ad-hoc financial reports using for various internal and external users.
- Provide financial information and assistance, as required, to other Council staff Undertake other duties from time to time as required.
- Preparation of annual Victorian Grants Commission return.
- Preparation, reconciliation and lodgment of monthly Business Activity Statement. Process GST journals for Council owned Committees of Management.

Annual Budget

- Take a leading role in the preparation of the budget, including reviewing the and processing data during the budget process and budget review periods.
- Provide information to officers that will assist them in preparing their service unit budgets, not only financial data but sensitive employee details.
- Ensure data collected through the budget process is in line with Council's Strategic Financial Plan, and is fully checked for accuracy
- Prepare budget reports for management overview and consideration.

Annual Financial Statements

- Ensure that Annual Financial Statements are planned in terms of resource allocation, closure of the financial system & requirements of external / other Council officers responsibilities.
- Prepare the Financial Statements in accordance with accounting standards, Auditor-General's advice and in accordance with external audit requirements.
- Ensure that all balances are supported by appropriate documentation.
- Ensure that audit timeframes are met, including reporting to the Audit Committee and Council.

Council Fleet Operations

- Assist with management of policy and forward planning aspects of Council's fleet operations.
- Work closely with key stakeholders to develop annual changeover and purchasing plans for Council's fleet vehicles.
- Develop and review an Asset Management Plan for transport assets in conjunction with relevant service managers.
- Develop and maintain a long term fleet replacement program.

Staff supervision and development

- Supervise the Contracts & Procurement Officer, Finance Officer and the Accounts Payable Officer, ensuring efficient operations, including the meeting of deadlines and key performance indicators.
- Oversee staff work requirements, processes, review and authorizations, leave requests and undertake staff appraisals.
- Demonstrate leadership skills that promote to staff the organizational culture of change / continuous improvement and best practice.

Child Safe Standards

Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued, and encouraged to reach their full potential.

Moorabool Shire Council's policies and procedures support the requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs, and the safety of children is promoted, and allegations of child abuse are properly and promptly responded to.

Disability Access and Inclusion

Council is committed to its Disability Access and Inclusion Plan. We will demonstrate leadership to the local community as we support local employment opportunities for people with a disability and will provide reasonable adjustments within the workplace to support new and existing staff.

General and Organisational responsibilities

- Comply with Council policies and procedures.
- Promote excellence in customer service and in conjunction with your Manager or people leader, identify, review, and implement strategies to improve service quality and efficiency.
- Participate as directed in training and education to maintain compliance and an up to date knowledge.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During an emergency an employee may be required to complete alternative work.
- Work in ways that promote the health and safety of all employees.
- Immediately report all incidents and/or near misses through Councils Incident Management System (CAMMS).
- Contribute to an organisation that is free of Sexual Harassment.
- Role model a work environment free of discrimination, harassment, bullying, victimisation, or vilification.
- Work in ways that support taking positive action towards achieving gender equality in the workplace and working towards delivering agreed commitments under our Gender Equality Action Plan.
- Contribute to prevention of fraud and corruption by being fair and accountable through enhanced transparency by disclosure of gifts; declaring conflicts of interests; prevention of unauthorised access and disclosure of information and appropriate pre-employment checks of staff.
- Staff who fail to disclose any pre-existing injuries, illnesses or diseases or the making of a false or misleading disclosure, will disentitle compensation under the Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC) for the staff member and their dependents should they suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with Moorabool Shire Council.
- Understand and apply organisational risk management principles to your daily work.
- Other tasks and duties the employee has the skill, knowledge, and physical capability to complete as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Moorabool capabilities

The Moorabool Capabilities define the core skills and abilities required of all positions at Moorabool to achieve our Council vision and objectives, develop a competent and high performing workforce, and deliver excellent outcomes for our community.

The Moorabool Capabilities are applicable to each employee and their role, recognising that how frequently each capability is used may vary from position to position.

Always	Rely on this capability for effective delivery of position duties and objectives	60% of the time or more
Often	Used often but not as consistently to achieve position duties	30% - 60% of time
Occasionally	Occasional use only, not as regularly for the achievement of position duties	30% or less of the time

Self-Management	Demonstrates personal growth and resilience, supporting a positive emotional climate	<ul style="list-style-type: none"> •Personal impact •Emotional intelligence •Growth & Resilience •Integrity 	Always (all roles)
Communication	Engages others, forming strong relationships, communicating with clarity, vision, purpose and impact	<ul style="list-style-type: none"> •Effective & Audience Specific •Relationship Management •Negotiation •Influence 	Always
Action & Achievement	Drives outcomes with purpose, ambition, accountability, and action	<ul style="list-style-type: none"> •Accountability •Decision making •Planning & Prioritisation •Time Management 	Always
Community & Inclusion	Collaborates across Council, open and accepting of differences, creating community value	<ul style="list-style-type: none"> •Collaboration •Diversity & Inclusion •Customers & Community Engagement 	Always
Innovation & Change	Engaged and supportive of change, with the courage to persevere through uncertainty	<ul style="list-style-type: none"> •Continuous Improvement •Manage ambiguity •Change Management 	Always
Business Performance	Delivers outcomes with commercial and organisational nous	<ul style="list-style-type: none"> •Financial Management •Risk Management •Data & Analytical Literacy •Technology 	Always
Strategic Mindset	Sees ahead to future possibilities and thinks through challenges and obstacles to achieve outcomes	<ul style="list-style-type: none"> •Political Nous •Critical Thinking •Problem Solving •Direction & Purpose 	Always
Leadership	People orientated, embracing individual motivations and talents, developing team outcomes	<ul style="list-style-type: none"> •Humanistic •Future focused •Coaching & Development 	Always

Classification definitions

<p>Accountability and extent of authority</p>	<ul style="list-style-type: none"> • Accountability for ensuring that all work is carried out to a high standard and within the required deadlines. • Advising of matters requiring managerial or higher attention. • Accuracy of advice given. • Prepare relevant journal entries. • To assist in the preparation of reports on Council's actual cash position on a daily/weekly basis. • Preparation of monthly balance sheet reconciliations. • Preparation of FBT return. • This role holds prime responsibility monetary and budgeting resource management wherein the freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. Decisions and actions taken in this role may have a significant effect on the programs or projects being managed or on the public perception of the wider organisation.
<p>Judgement and decision making</p>	<ul style="list-style-type: none"> • This position is problem solving in nature. The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent. The problem solving process comes from the application of these established techniques to new situations and the need to recognise when these established techniques are not appropriate. • The ability to know when and where to seek guidance and advice from appropriate sources, both internal and external, in relation to methods, procedures and systems of support in the provision of financial advice noting that guidance is not always available within the organisation. • Application of discretion and treatment of all matters with appropriate sensitivity and confidentiality. • Providing accurate advice and making informed decisions based on up to date knowledge and information.
<p>Specialist skills and knowledge</p>	<ul style="list-style-type: none"> • Excellent customer service skills with the ability to provide accurate and timely advice in a helpful manner. • Well developed analytical, investigative and system problem solving skills. • Knowledge of accounting principles, procedures and processes is essential. • Demonstrated ability in the use of financial computer applications, including producing reports. • Demonstrated ability in the use of Microsoft Excel and Word. • An understanding is required of the long term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.

Management skills

- Ability to organise and accurately perform the tasks required in accordance with policy, procedure and appropriate legislation is essential.
- Skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.

Interpersonal skills

- Well developed written and oral communication skills for preparation of reports and provision of advice for Service Unit Managers/Coordinators.
- Ability to deal discretely and tactfully with confidential and sensitive matters.
- The ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of broadly defined activities and to motivate and develop employees.
- Demonstrated ability to liaise with counterparts in other organisations to discuss and resolve specialist problems and with other employees within Council to resolve intra-organisational problems.
- Proven ability to work as a team member.

Qualifications, skills and experience

Qualifications

- Tertiary qualifications in the field of Accounting.

Skills and experience

- Accounting experience including experience in preparation of financial statements and annual budgets.
- Knowledge of auditing procedures and principles.
- Sound financial analysis and reporting skills.
- Ability to work as part of a team in meeting work commitments and deadlines.
- Excellent time management skills and communication (both written and verbal) skills.
- Advanced computer literacy and associated skills and experience in computer applications and report generation is essential – particularly highly developed PC skills in Excel.
- Knowledge of the operations and requirements of Local Government Accounting is highly desirable.
- Membership of CPA Australia or Institute of Chartered Accountants (CA) is desirable.

Licences and registrations

- A current Victorian Driver's Licence

Physical and psychological requirements

Condition/Activity	Constant	Frequent	Occasional	N/A
Close inspection work	✓			
Driving vehicles			✓	
Using a keyboard	✓			
Writing by hand	✓			
Transcribing from hard copy		✓		
Audio transcription		✓		
Handling difficult customers onsite			✓	
Making decisions that impact on other employees (disciplinary / restructure / investigation)				✓

I understand and accept the contents of this position description and acknowledge that I will act in the best interest of Council in carrying out my role and I will comply with the staff code of conduct at all times.

Employee Acceptance: <i>(name and signature)</i>	
Date:	

PLEASE NOTE:

Personal, Health and gender Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.