

POSITION DESCRIPTION

POSITION TITLE	Financial Accountant
DEPARTMENT	Corporate Services / Finance
REPORTING TO	Finance Manager
DIRECT REPORTS	Nil
EMPLOYMENT BASIS	Permanent Full Time Local Government State Award
BAND/LEVEL	Band 3 Level 3
GRADE	Grade 15
APPROVED BY	CEO Date:
EMPLOYEE	Name: Signature: Date:

POSITION PURPOSE

The Financial Accountant is responsible for leading staff and managing resources and has oversight responsibility over Council's key finance functions, such as financial accounting, financial reporting, external audit and statutory compliance.

ACCOUNTABILITIES

This position contributes to the performance of Edward River Council through the following accountabilities from the Accountability Framework:

Operational Accountabilities

- ☐ Annual Financial Statements
- ☐ Investment Management Service Delivery
- ☐ ERC Financial Assistance Program Delivery
- ☐ External Audit Service Coordination
- ☐ FBT Management
- ☐ RFS Financial Transactions
- ☐ Reconciliation Of Monthly Accounts
- ☐ Bank Reconciliations (Inc BO Receipting)
- ☐ Financial Projects Delivery
- ☐ Corporate Financial Accounting Service (Including Compliance)
- ☐ Asset Expenditure Forecasting
- ☐ Monthly Financial Reporting
- ☐ Monthly Investment Reporting
- ☐ Audit Reporting And Compliance
- ☐ Business Activity Statement (Inc BAS And Fuel Rebate)
- ☐ Asset And Finance Alignment

POSITION DESCRIPTION

- [Income From Commercial Leases Management](#)
- [Passenger Fleet Purchase And Disposal Policy And Procedures](#)

LINKS (INTERNAL)

- Finance team
- Directors, managers, advisors
- Other officers requiring support from Finance

LINKS (EXTERNAL)

- Government departments
- Other Councils
- Auditors
- Grants Commission
- Non-Government Agencies
- Lending Authorities
- Australian Tax Office
- Internal and external auditors
- Other external parties as required State

KEY DUTIES AND RESPONSIBILITIES

- Coordinate and report on the Financial Accounting team contribution to the annual Operational Plan, other relevant strategies and plans, supporting achievement of service and project delivery targets and timely reporting of service performance.
- Monitor the Financial Accounting team budgets, supporting cost effectiveness, achievement of budget targets, delivery of savings and innovations, and accurate reporting of budget performance.
- Provide financial accounting advice and services to support the achievement of Council's objectives, ensuring compliance with relevant legislation, the Local Government Act 1993 and Local Government Regulation, and Office of Local Government Code of Accounting.
- Foster a culture of continuous improvement and customer service excellence that supports sustainable financial management.
- Lead, develop and coordinate the Financial Accounting team in a way that is consistent with Council's values, policies and systems.
- Identify, implement and monitor safe work practices for the Financial Accounting team and service risk in line with Council's WHS policies and procedures.
- Coordinate the preparation of statutory returns and reports in accordance with Australian Accounting Standards, including financial statements, annual Local Government Grants Commission returns and operating statements.
- Coordinate the delivery of Council's annual external audit process and the internal audit process to ensure the internal audit and external audit plans are delivered.
- Coordinate the preparation of draft reports and recommendations for action on any financial matters that will impact on Council.
- Store and maintain corporate records in Council's electronic document and records management system in accordance with relevant policies, procedures and the State Records Act.
- Demonstrate and adhere to the principles of conduct and standards of behaviour as defined within the Code of Conduct.
- Other duties and responsibilities as directed within skills and abilities of the individual.

SELECTION CRITERIA

Essential

- Bachelor of Accounting or similar, and Certified Practicing Accountant or equivalent.
- Contemporary knowledge and experience of budgeting, financial management reporting and management accounting concepts, preferably in a multi-entity environment with cost allocations and partnering with key stakeholders while maintaining collaborative and effective relationships.



POSITION DESCRIPTION

- Contemporary experience implementing strategies and plans to deliver service unit objectives within scope and in accordance with policy and processes.
- Demonstrated ability to coordinate and develop staff consistent with a culture of customer service excellence and Council's values – Leadership, Excellence, Accountability and Delivery.
- Demonstrated understanding and competence in contemporary risk management and Work Health and Safety principles and practice.
- Strong analytical and conceptual skills, including the ability to analyse and interpret information from different sources to proactively identify issues and formulate pragmatic, business focused strategies to address them.
- Strong written and verbal communication skills, including a demonstrated ability to prepare accurate and timely documentation such as reports, presentations and procedures.
- Working with Children and National Police Check or willingness to obtain.
- Current Drivers' Licence.

Desirable

- Experience in Local Government with knowledge of related financial practices and processes.
- Knowledge of Technology One software.

COUNCIL RESPONSIBILITIES

Council Values

Edward River Council has adopted a set of values which were developed through a consultative process involving staff across the whole organisation.

All Council employees are expected to demonstrate our corporate values when undertaking their roles and making decisions that impact our customers and community:

- **Leadership** – We seek to provide strong leadership for our community and customers. We lead with empathy and integrity.
- **Excellence** – We strive for excellence and continuous improvement: in who we are, in how we work, and in how we deliver results for our community.
- **Accountability** – We are open, honest and transparent in how we do business, the decisions we make and the actions we take.
- **Delivery** – we are committed to delivering results to our community and outstanding service to our customers.

Work Health & Safety

All Edward River Council employees have a responsibility to behave in a manner which ensures that their actions or omissions do not adversely affect the environment or health & safety and wellbeing of Council employees, contractors or members of the public. Council employees must:

- Comply with Council's Work Health & Safety policies, procedures and programs;
- Participate in any training and safety initiatives implemented by the Council;
- Comply with all safety directives and work instructions; and
- Must immediately report any incident or potential hazard to their supervisor.

EEO & Diversity

Council is committed to a workplace that is fair and inclusive and to building a workforce which embraces these principles and reflects the diversity of the Edward River community.