

	POSITION DESCRIPTION			PD008
	Financial Accountant			
Classification	Professional	Status	Permanent Full Time	
Directorate	Organisational Performance	Incumbent	Vacant	
Department	Financial Services	Reporting to	Manager Financial Services	

PURPOSE OF THE POSITION

This Financial Accountant is responsible for the effective and efficient management of Councils financial reporting requirements including preparation of the annual financial statements for audit and approval by Council; grant financial reporting; and the preparation of external data collection surveys. The role will support various stakeholders including the Manager Financial Services by providing timely management reporting, forecasting, modelling, and specialist advice. The role is responsible for the management and reconciliation of Council's cash and investment portfolio; general ledger reconciliations; and accounting for Council's assets, and ensuring Council meets its taxation compliance obligations including preparation of the Business Activity Statement; and FBT return.

KEY RESPONSIBILITY	OUTCOMES (MEASURE OF SUCCESS)
Preparation of end of year General Purpose financial statements in accordance with relevant accounting standards.	<ul style="list-style-type: none"> Financial statements prepared in accordance with Australian Accounting Standards and in line with the audit office model financial statements. Financial statements submitted within the statutory timeframe. Audit recommendations actioned in a timely manner in collaboration with other staff. Attend Audit Panel meetings and management meetings to present statements as required.
Ensure compliance with Councils GST obligations including the preparation of Business Activity Statements.	<ul style="list-style-type: none"> Consistently prepare and Lodge Business Activity Statements accurately and on time. Identify strategies to minimise GST liability to Council. Reconcile the amounts payable and owing the GST ledger accounts to the BAS and amounts payable to the ATO Integrated Client Account. Provide training to key organisational staff on processing GST on transactions and initiate strategies for providing GST awareness at various levels of the organisation. Ability to research taxation treatment of transactions and provide technical advice as required. Review and monitor Council GST controls and regularly check transaction processing for accuracy.
Ensure compliance with Councils Fringe Benefits Tax obligations including	<ul style="list-style-type: none"> Preparation of FBT Return accurately and with the required timeframe. Provide Technical Knowledge & Advice and contribute to taxation awareness within the organisation. Allocate FBT expense across the organisation and maintain accurate and up to date records of FBT payables and paid.

KEY RESPONSIBILITY	OUTCOMES (MEASURE OF SUCCESS)
preparation of the annual FBT return.	<ul style="list-style-type: none"> Reconcile the balance outstanding in the FBT ledger accounts to the FBT Return and amounts payable to the ATO Integrated Client Account Identify strategies to minimise FBT liability to Council.
Maintain General Ledger including reconciliation of balance sheet accounts as required.	<ul style="list-style-type: none"> Process and maintain internal charges in accordance with organisational requirements. Regularly reconcile balance sheet accounts within agreed timeframes. Undertake end of month balance day adjustments Reconcile annual leave and RDO provisions monthly. Prepare long service leave provision quarterly or as required. Process end of month journals as required. Maintain ledger accounts and reporting hierarchies including work orders as required.
Account for Councils property, plant, and equipment assets.	<ul style="list-style-type: none"> Account for sale and disposal of all council assets accurately and in a timely manner. Process monthly depreciation charges and undertake forecast of annual depreciation expense on a quarterly basis. Provide technical advice on asset revaluation and process accurately ensuring compliance with accounting standards. Manage plant and vehicle internal charges including charge rates and recovery.
Manage Councils investment portfolio and reconcile Council's bank account as required.	<ul style="list-style-type: none"> Invest surplus funds in accordance with Council's investment Policy. Maximise return on investment to Council within the parameters set by the Council. Maintain a register of investments Undertake and/or review Council's bank reconciliations as required.
Provide reporting to external parties as required.	<ul style="list-style-type: none"> Complete data collections surveys as required and within required timeframes. Assist with monthly management reporting as required. Manage and monitor grant acquittal needs across the organisation and prepare financial acquittals as required.
Support the organisation in budgetary control through the provision of reporting, advice and support to Managers.	<ul style="list-style-type: none"> Provide monthly reporting to Managers; the Executive Management Team; and Council. Forecast budgetary performance and provide reporting on variances. Meet with Managers regularly and provide support and advice in managing their operational areas within budget. Undertake financial modelling to assist decision making including for new services and capital projects as required.
Standard Clauses	
Meetings and Interactions	<ul style="list-style-type: none"> Attending and actively participating in internal and external meetings and workshops, as required.

KEY RESPONSIBILITY	OUTCOMES (MEASURE OF SUCCESS)
Customer Service	<ul style="list-style-type: none"> A consistently high level of customer service, based on defined service levels, provided to internal and external customers both individually and by the team. Customer queries, complaints and correspondence responded to in accordance with defined service levels and Council expectations.
Resource Sharing	<ul style="list-style-type: none"> Other duties and back up servicing provided to the Circular Head Council, as required from time to time, pursuant to the Resource Sharing agreement between the two Councils.
Confidentiality	<ul style="list-style-type: none"> Integrity and confidentiality of all council related activity and documentation is being maintained.
Records Management	<ul style="list-style-type: none"> Records are created, used, maintained, recorded and managed in accordance with the Council's Information Management Policy.
Procurement	<ul style="list-style-type: none"> Responsible for purchasing goods and services in accordance with the Procurement Policy and delegated financial limits.
Risk Management	<ul style="list-style-type: none"> Maintain an active awareness of Risk Management issues and practices concerning the workplace and within the role that could cause concern, embarrassment or liability to Council. Assist Council to mitigate risk by promoting risk awareness throughout the organisation. Provide risk management information as requested and assist in the investigation of any risk management issues or claims that have been made against Council insurances.
Performance Measures	<ul style="list-style-type: none"> Departmental Key Performance Indicators (KPI's) developed. Reports against KPIs are occurring. Updates and achievements of outcomes completed in Interplan. Performance monitored against internal and external Council survey results.
Additional Duties	<ul style="list-style-type: none"> Other duties as directed within the scope of the position.

SPECIAL CONDITIONS
<ul style="list-style-type: none"> A satisfactory National Police Check will be required. Council will screen for serious offences or any other offences relating to fraud or dishonesty, or any offence that Council deems of a nature that is not appropriate for the role.

WORK HEALTH AND SAFETY ACCOUNTABILITIES
<p>All staff are required to observe the following WHS accountabilities:</p> <ol style="list-style-type: none"> Ensure full compliance with Council's Safety Management Plan and associated Policies, Procedures and Instructions, specifically taking action on all points of the employee's responsibility; and Ensure full compliance with responsibilities under the <i>WHS Act 2012</i>, the <i>WHS Regulations 2012</i> and other relevant legislation, in particular: <ul style="list-style-type: none"> Take reasonable care for your own safety and that of others at their work. Accept the responsibilities in the course of performing your work with regard to the use of safety devices and protective equipment. Report safety hazards to minimise and control risk.

- Report immediately any incident or injury which arises in the course of your work.
- Ensure completion of induction, instruction and training prior to undertaking tasks.
- Ensure that you are not affected by the consumption of alcohol or drugs so as not to endanger your own safety at work or the safety of any other person.
- Ensure personal adherence to Council's WHS Policies, Guidelines, Procedures, Safe Operating Procedures and Safety Instructions.

CORPORATE ACCOUNTABILITIES

All staff are required to observe the following corporate accountabilities:

1. Compliance with all legislative requirements.
2. Understand and promote Council's Strategic Objectives and Core Values.
3. Adhere to Council's plans, policies, guidelines and procedures which include the Customer Service charter, WHS Standards, Information Management, Risk Management plan and matters outlined in the Employee Handbook and Enterprise Agreement.

COUNCIL VALUES

Our work and decisions are guided by our Values. Our values underpin our actions and dealings with each other and the Community we serve. As representatives of Waratah-Wynyard Council, together we deliver important services to our great Community, we are committed to deliver quality outcomes by creating a workplace culture where people enjoy their work, feel valued and are proud to work to serve our Community.

RESPECT - People are heard, valued and respected. We are fair and equitable in all our practices.

PRIDE - We take pride in the quality of our service and standard of work we deliver. We serve each other and our community with integrity

CONNECTION - People are at the heart of all we do. We are inclusive and build relationships that foster trust and belonging.

SUSTAINABILITY - The impact we have on people and our environment is important to us. We make integrated and sustainable choices.

LEARNING - We are a learning organisation. We embrace opportunities for continuous improvement and innovation.

ORGANISATIONAL RELATIONSHIPS

Reports to: Manager Financial Services

Direct Reports Nil

Internal Liaisons: The Financial Accountant is required to operate as an effective part of the Strategic & Financial Services team and is expected to ensure professional and effective working relationships with the Executive Management Team, Senior Management Team and all staff throughout the organisation.

External Liaisons: The Financial Accountant interacts with various representatives of the community and other Councils on behalf of the organisation. High standards of professionalism and customer service are expected, and the incumbent must display a positive and constructive approach towards Council and its activities.

EXTENT OF AUTHORITY

The Financial Accountant exercises powers and duties within the classification of the role and as defined by policy, budget allocation and specified individual and departmental performance plans. Where decisions exceed their delegation, the Officer will refer the matter to the Director Organisational Performance.

PERSONAL ATTRIBUTES

- Good written and verbal communication skills and ability to work effectively in a team environment.
- A commitment to continuous improvement for themselves and others to enhance service delivery and commitment to the pursuit of high standards and best practice.
- A commitment to customer service excellence.
- Ethical, honest and reliable in all dealings and a commitment to seek trust and be trusted providing transparency.
- Attention to detail and the ability to employ sound judgment and decision making amongst competing demands.

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

Formal Qualifications

- Tertiary accounting qualifications recognised by Australian Professional Accounting bodies. CA/CPA qualified preferred but not required.
- Current unrestricted Tasmanian driver licence.

Knowledge & Experience

- Experience in the preparation of annual financial reports and managing financial contract acquittals, ideally in a service delivery environment
- Ability to interpret and apply Australian Accounting Standards and relevant legislation.
- Knowledge and experience in managing GST obligations and FBT obligations.
- Highly developed interpersonal, negotiation, analytical and problem-solving skills.
- Manage personal productivity, work priorities and a commitment to personal development.
- Experience with Smart Phones and online technology and willingness to use as part of your role.

SELECTION CRITERIA

Essential

1. Experience in the preparation of annual financial reports and managing financial contract acquittals, ideally in a service delivery environment.
2. Detailed knowledge of and ability to interpret and apply Australian Accounting Standards and relevant legislation.
3. Knowledge and experience in managing GST obligations and FBT obligations.
4. Highly developed interpersonal, negotiation, analytical and problem-solving skills.
5. Demonstrated ability to effectively build and maintain key stakeholder relationships, both internal and external.
6. Demonstrated ability to manage personal productivity, work priorities and a commitment to personal development.
7. Demonstrated ability and commitment to work as part of a team to achieve organisational objectives.

Desirable

8. Broad knowledge of local government.

ACCEPTANCE OF POSITION

I agree to the current requirements of this Position Description.

Employee Name: _____

Employee Signature: _____ Date: _____

General Manager Approval: _____ Date: _____