

Position Description

Position Title:	Graduate Accountant / Senior Finance Officer
Award:	Queensland Local Government Industry (Stream A) Award – State 2017
Section:	Administration, Clerical, Technical, Professional Community Service, Supervisory and Managerial Services
Classification:	Level 5-6
Employment Type:	Full time
Department:	Corporate & Financial Services / Finance
Reports to:	Finance Manager
Direct Reports:	4

POSITION OBJECTIVE

The Graduate Accountant / Senior Finance Officer is responsible for assistance in the preparation of Councils key financial deliverables including annual budget, operating and capital expenditure reports, long term financial strategy and model, quarterly reviews, annual reports and performance monitoring.

The role requires a high level of professionalism, a commitment to high-quality service delivery, and a proactive approach to continuous improvement, ensuring outcomes align with the best interests of Council and the community.

KEY POSITION RESPONSIBILITIES

Corporate Governance

- Assist the Finance Manager with development, reviewing and implementation of financial policies, procedures and internal controls.
- Provide guidance, training and support to finance officers on systems, processes and compliance requirements.
- Undertake regular reviews to develop and refine Council's financial systems ensuring financial modules are operating to potential, where required, reporting to the Finance Manager on improvements to ensure best practice as appropriate to Flinders Shire.
- Support internal and external audit processes, including preparation of documentation, responding to queries and implementing recommendations
- Provide administrative support to the Audit & Risk Committee.

Financial Returns, Reporting and Acquittals

- Complete end of month processes within prescribed timeframes
- Prepare performance reports as per Council reporting periods as directed including detailed exception analysis
- Oversee and maintain Council's Fixed Asset Register.
- Oversee and assist with Council's end of year processes and preparation of the Annual Financial Statements
- Complete relevant tax returns including FBT, GST, PAYG and taxable payment reports

- Prepare government agency returns as required

Revenue Management

- Oversee the accuracy and integrity of property, rates and water modules.
- Support debt recovery processes and provide analysis and guidance on escalating recovery.
- Provide high-level advice to ratepayers and internal stakeholders on rating matters.
- Provide support and assistance in the issuing and recovering of community debtors.

General Ledger

- Maintain integrity of the general ledger ensuring accurate reflection of financial performance and position of Council
- Responsible for all monthly reconciliations to enable accurate monthly reporting
- Manage all general ledger enquiries and process Journal requests in a prompt and efficient manner
- Loading of data for project and operating budget accounts into relevant ledgers

General Accounting and Finance

- Assist with the preparation of financial statements, annual budgets and budget reviews aligned to Council timeframes.
- Provide advice on financial and non-financial information to assist management to monitor performance, forecast outcomes and budgetary control
- Assist with the preparation, maintenance and enhancement of Council's Long-Term Financial Plan and Model including improvement strategies and financial sustainable indicators
- Oversee and assist with the preparation of the fees and charges schedules.

SELECTION CRITERIA

Essential

- Currently undertaking, recently completed, or holding tertiary qualifications in Accounting, Finance, Commerce or a related discipline, and/or demonstrated experience in finance, accounting, revenue, corporate services or local government financial administration.
- Demonstrated knowledge of accounting principles, financial management practices and relevant legislative requirements, including the ability to apply Australian Accounting Standards and financial reporting obligations.
- Experience in, or demonstrated ability to contribute to, the preparation of budgets, financial statements, reconciliations, management reports and financial analysis to support informed decision-making and organisational performance.
- Well-developed analytical and problem-solving skills, including the ability to investigate issues, interpret financial information, identify trends and risks, and develop practical solutions.
- Demonstrated ability to manage competing priorities, maintain accuracy and meet deadlines, particularly in a finance or accounting environment with cyclical reporting requirements.
- Strong communication and interpersonal skills, including the ability to provide professional advice and support to internal and external stakeholders, explain financial information clearly, and build effective working relationships.
- Proficiency in Microsoft Excel and other business systems, with the ability to quickly acquire knowledge of financial, records management and enterprise software used by Council.
- Current C Class drivers' licence.

Desirable

- Progress towards, eligibility for, or membership of CPA Australia or Chartered Accountants Australia and New Zealand (CA ANZ).
- Experience in local government finance or a sound understanding of the Queensland local government operating environment, including financial sustainability, governance and compliance requirements.
- Experience in one or more specialist finance functions, such as rating and revenue management, asset accounting, taxation (GST, FBT, FTC and PAYG), grant acquittals, audit coordination, or long-term financial planning and modelling.

- Experience providing financial advice and analytical reporting to managers, executives, committees or other decision-makers.
 - Experience supervising, mentoring or coordinating staff.
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CORPORATE RESPONSIBILITIES

General

- Consistently complete allocated tasks to a high standard and within agreed timeframes
- Undertake other tasks up to and including your competency and level
- Actively promote the values of the organisation to staff
- Actively participate in identifying, recommending, developing, and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently

Administration

- Ensure general administration and records management requirements are being met
- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required
- Ensure that requests are acted on and reported upon in accordance with Council Policy
- Keep your supervisor/manager appropriately and adequately informed on the current state of activities relevant to your role and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced.

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities:
 - changing workforce capabilities through multiskilling, succession planning, knowledge management
 - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live the values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community, and self

Corporate Responsibilities

All employees are bound by the *Local Government Act 2009* to act with integrity, and in a way that shows proper concern for the public interest. All employees are responsible for acting in accordance with the Flinders Shire Council Code of Conduct and other relevant policies, procedures and protocols as may be applicable to the role.

Work Health & Safety

All workers have a duty to familiarise themselves with and comply with statutory and Flinders Shire Council Work Health and Safety (WH&S) requirements, including the WH&S Management System, and WH&S Policies, Procedures, and work instructions.

In fulfilling this duty, workers are to:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person in control of the business or undertaking (PCBU) to allow the person to comply

with the *Work Health and Safety Act 2011* (e.g. wearing of Personal Protective Equipment as instructed).

- Cooperate with any reasonable Policy or Procedure of the PCBU relating to health or safety at the workplace that has been notified to workers (e.g. reporting of incidents).
- Participate in the consultation and communication processes as prescribed in the *Consultation, Cooperation and Coordination Code of Practice 2021*.

Other Requirements

- This position operates from Council's Administration Office in Hughenden. However, there is a requirement to travel within the Local Government Area and work outside of standard business hours to meet the requirements of the role.
- Travel (including outside of normal hours) to attend training may be required
- The incumbent must be:
 - prepared to work flexible hours to meet the requirements of the position.
 - willing to obtain a 'Suitability Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required.
 - medically fit and physically capable to meet requirements of the position.
 - Prepared, if required, to undertake a medical assessment by Council's medical practitioner; and
 - Prepared, if required, for Council to undertake a Criminal History Check

ORGANISATIONAL RELATIONSHIPS AND DELEGATIONS

Internal: Employees across all Council portfolios through to senior leaders including CEO

External: General public, government departments, contractors, suppliers, and community groups

Delegations: This position has delegated decision making and purchasing authority in accordance with Council's Delegation Register and Procurement Policy.

ROLE CLASSIFICATION PROGRESSION

Level 5: Employees are subject to general direction from more senior employees. Employees undertake a range of functions requiring the application of a high level of knowledge and skills to achieve results in line with departmental and/or Council goals.

Level 6: Employees operate under limited direction from more senior employees and undertake a range of functions for which operational policies, practices and guidelines may need to be developed.

POSITION DESCRIPTION AUTHORISATION

Position Descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Flinders Shire Council may be developed or restructured.

Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Approved: Melanie Wicks, Director of Corporate and Financial Services

Signature:

Date:/...../.....

ACKNOWLEDGEMENT

I accept the above Position Description and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements.

Employee Name: _____

Signature:

Date:

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