

Position Description

Position Title	Financial Accountant
Directorate	Corporate Development
Department/Business Unit	Financial Services
Team	Financial Accounting
Classification	Band 6
Date	April 2024

Reports to:	Coordinator Financial Accounting
Supervises:	Nil
Internal Liaison:	<ul style="list-style-type: none"> • Council staff • Daily with all Finance staff members and the Chief Financial Officer • Director Corporate Services to Financial Accounting issues. • Managers and staff in other Business Units
External Liaison:	<ul style="list-style-type: none"> • Internal and external audit staff • Government departments and agencies • Software providers • Financial institutions

Position Objectives

Your primary purpose in this position is to:

- To deliver high quality financial reporting functions with strong customer service and recognised industry best practice to enable Council to take informed decisions.
- Ensure Council complies with its statutory financial reporting requirements and to maintain the policies, systems and financial data used to formulate the reports associated with this task.

Key Selection Criteria

You need these essential qualifications (or experience), knowledge and skills to carry out this position:

- Relevant tertiary qualification in Accounting, Commerce, Economics or Business Studies as well as demonstrated experience and skills in delivering Financial Accounting services as well as membership of CPA or CA. (where deemed appropriate lesser formal qualifications together with extensive and diverse experience may also be considered)
- Demonstrated experience, achievement and innovation working in a Financial Accounting Department, including a sound understanding of accounting principles, Accounting standards and Financial Accounting systems.
- A sound knowledge of Goods and Services Tax and Fringe Benefits Tax legislation, Australian Accounting Standards and Local Government Act with substantial specific knowledge of the financial reporting requirements for each.
- Demonstrated excellent attention to detail and highly developed analytical, investigative and negotiation skills.
- Comprehensive computer literacy including exceptional spreadsheet skills.

- Excellent written and verbal communication skills engaging with a wide range of internal and external stakeholders, regardless of their technical / accounting knowledge, in order to achieve the objectives of a Financial Accounting Department.

As part of the Key Selection Criteria, you must hold and supply these licences, registrations, certificates, etc., prior to offer of employment and commencement and continue to maintain them throughout your employment in this role with Council:

- ☐ satisfactory (and ongoing) Working with Children's Check
- ☒ satisfactory (and ongoing) Police Check
- ☐ current valid (and ongoing) Victorian Driver's Licence
- ☐ ongoing First Aid and CPR (specify) including:
 - ☐ Provide First Aid (Level 2)
 - ☐ Provide First Aid in an Education and Care Setting
 - ☐ First Aid Management of Anaphylaxis

Position Specific Responsibilities & Skills

In this position, you are responsible for:

Financial Reporting and Accounting	<ul style="list-style-type: none"> • Assist in preparation of the Annual Financial Statements for inclusion in Council's annual report. Ensure the financial statements comply with Australian Accounting Standards, Local Government legislation and other legislation. • Assist in the preparation of the annual grants commission return, fringe benefits tax return and GST compliance reports and statements. • Assist in the preparation of other associated financial reports required by management. • Maintain Unearned Revenue spreadsheets and reconciliations. • Liaise with the auditors for both audit and procedural requirements. • Review Council's general unclaimed monies schedule and ensure compliance with the Unclaimed Monies Act. • Maintain Council's leases database. • Ensure all aspects of the Local Government Act 1989 and 2020, the Local Government Regulations 2001, the Local Government (Finance and Reporting) Regulations 2004 and the Local Government (Long Service Leave) Regulations 2002 are complied with. • Provide back up and support to other staff within the Financial Accounting team. This may include the below: <ul style="list-style-type: none"> <u>Accounts Payable</u> <ul style="list-style-type: none"> • Perform required checks on electronic funds transfer payments, cheque payments, Family Day Care payments, sundry creditor refunds prior to submitting for payment processing approval. • Check and approve new vendor set ups via the online approval workflow. • Review Computron Purchase Order GST checking report to ensure the correct GST treatment is accounted for prior to the payment being processed. <u>Accounts Receivable</u> <ul style="list-style-type: none"> • Undertake when required (during periods of leave) Accounts Receivable responsibilities, support, set up of new debtors and follow up of outstanding amounts. <u>Treasury Accounting</u> <ul style="list-style-type: none"> • Undertake when required (during periods of leave) coordination of the short-and-long-term cash flows to ensure that adequate funds are available to meet the short-term requirements of creditors and salary payments. • Undertake when required (during periods of leave) the bank reconciliation process.
Taxation	

	<ul style="list-style-type: none"> • Prepare Council's Fringe Benefits Tax return for review and submission within statutory timeframes by the Coordinator Financial Accounting. • Preparation of Council's monthly Business Activity Statement return within statutory timeframes for review and submission by the Coordinator Financial Accounting. • Provide advice on Fringe Benefits Tax (FBT) and Goods and Services Tax (GST) related issues as required.
Systems	<ul style="list-style-type: none"> • Perform interfaces between systems – including Chris Payroll and Corporate Purchasing Card when required. • Update and maintain LG Solutions software for Leases. • Undertake (during periods of leave) Property and Rating and Creditors interface processes. • Assist in the ongoing development of financial systems including Computron, CommBiz and the Corporate Purchasing Card system. • Assist in designing and implementing General Ledger reports and ad hoc system reports. • Maintenance of operating procedures for financial systems

Core Organisational Capabilities

We have a Core Capability framework to help everyone succeed and develop for their current and future positions. The relevant capabilities for this position are at the back.

REACH Values

Our REACH values define who we are and how we interact with others. They define how each of us should aim to operate in the workplace regardless of the role we hold. Our REACH values are at the back.

Organisational Responsibilities

Everyone at Council has the following responsibilities and obligations:

Emergency Management	<ul style="list-style-type: none"> • Help Council fulfil its emergency management obligations by assisting in emergency management activities as required
Child Safety	<ul style="list-style-type: none"> • Understand obligations and act in an appropriate manner with and around children • Promote positive work practices with children • Establish boundaries around acceptable and unacceptable behaviour in relation to children • Adhere to reporting obligations where there is suspected or discovered child abuse
Climate Change & Sustainability	<ul style="list-style-type: none"> • Help support Council's response to the climate emergency by helping facilitate a whole-of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes.
Compliance	<ul style="list-style-type: none"> • Remain mindful of the requirements of the Victorian Charter of Human Rights at all times • Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information. • Perform other duties as directed within the limits of acquired skills, knowledge, and training. • At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers, and employees. • At all times, comply with Council's Code of Conduct - Staff.

Diversity, inclusion and equity	<ul style="list-style-type: none"> Demonstrate an understanding of and the ability to work with, diversity in the workplace, including: <ul style="list-style-type: none"> zero tolerance of racism and expectations that staff will act on incidents of racism supporting Aboriginal and Torres Strait Islander children to express their culture and enjoy their cultural rights.
Gender Equality	<ul style="list-style-type: none"> Support Councils response to the prevention of violence against women and workplace sexual harassment, including by modelling acceptable behaviour, and reporting improper conduct in a timely manner.

Inherent requirements of the position

These are the essential requirements of this position:

Council has a Flexible Work Policy. All staff are required to attend the workplace for the minimum number of days specified in the Policy.

On a typical day, approximately this much time would be spent on the following activities:

Cognitive Requirements	Task details (typical tasks)	Frequency (% of the working day)			
		Rare/ Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
Working independently – ability to utilise autonomy with respect to the processes by which tasks are completed. Little to no autonomy with respect to the work allocated to them by the supervisor		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Team based work – works in a team of people and not exposed to isolation		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communicating with others – Verbally		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Communicating with others - Written		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Focused Attention to task – high levels of attention required to minimise errors and ensure accuracy		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Concentrating – high levels of concentration required while completing required tasks		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Planning and sequencing tasks and activities		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Decision making – required to exercise sound decision making while completing all aspects of the position		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Problem solving – requirement to develop sound solutions to novel or unusual problems arising during the course of the day		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reasoning – required to exercise sound reasoning while completing all aspects of the position within defined scope		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Judgement – required to exercise sound judgement while completing all aspects of the position within defined scope		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Short and long-term memory recall – ready access to documented procedures		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Cognitive Requirements	Task details (typical tasks)	Frequency (% of the working day)			
		Rare/ Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
<i>or precedents to perform requirements of the position</i>					
Emotional resilience – exposure to stressful or distressing situations including meeting specified deadlines and production demands, dealing with aggressive or upset customers/clients, high conflict situations, general workload demands, change beyond individual's personal control		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Interruptions – frequency of interruptions to daily work plans and requirement to change work plans at short notice		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Physical Requirements

- ☒ This position does not require more than 10-15% manual handling/physical exertion.
- ☐ A task analysis exists because this position requires more than 10-15% manual handling/physical exertion.

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare / Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
Mobility/Postures					
Sitting – stay in a seated position		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing – standing in an upright position, moving less than 3 steps		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking – In an upright position, moving more than 3 steps		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling – Move on the hands & knees or by dragging the body close to the ground		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-manual handling					
Crouch/squat – To lower the body by bending forward from legs and spine, buttocks on or near the heels		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling – To lower the body		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending – To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching – Extending arms out in any direction		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting/trunk rotation – Rotating the body to one side or the other without moving the feet		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine manipulation/pinch grip – Fingers are on one side of the object and thumb on the other, typically without the object touching the palm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power/open hand grip – Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing/typing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climb ladders		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or descend stairs		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low level work – Performing manual handling actions at or near ground level		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare / Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
Manual Handling					
Lift/Carry/Hold – Raising or lowering an object from one level to another and holding/transporting the object using the hands, arms or on the shoulders		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling – Applying force to move something away or closer to one’s self, including static positions		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kilograms of force (kg.f) – Amount of force or effort required to perform a specific task or part of a task		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weight requirements – lift, carry, push, pull or hold					
1-5kg		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1 – 10kg		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.1 – 15kg		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.1 – 20kg		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift floor to hip		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift waist to shoulder		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift overhead		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/pulling		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Band descriptors (as defined in Council's Enterprise Agreement)

These descriptors help to classify the position:

Accountability and Extent of Authority

The position is directly held responsible for:

- The main function of this position is the management of financial resource records, with the freedom to act governed by clear objectives and/or budgets with a regular reporting mechanism to the Coordinator Financial Accounting to ensure adherence to goals and objectives, where the effect of decisions and actions taken in this regard is usually limited to the quality or cost of the programs and projects being managed.
The main function also includes the provision of specialist advice to and regulation of internal clients drawing upon the knowledge and skills of other team members in order to deliver department priorities as required with the freedom to act being subject to regulations and policies and regular supervision. The effect of decisions and actions taken on individual clients in this regard may be significant, but it is usually subject to appeal or review by the Coordinator Financial Accounting. The departmental priorities include:
 - o General ledger maintenance, journals, and reconciliations.
 - o Financial reporting and taxation requirements (FBT/GST).
 - o Exercising appropriate judgement in the application of financial policies, procedures, and systems.
- This position provides direct support and assistance to the Coordinator Financial Accounting as required, with the freedom to act in this regard not limited simply by standards and procedures, and where the quality of decisions and actions taken will often have an impact upon the performance of the Coordinator Financial Accounting.
- This position also acts as back up to the peer Assistant Accountant as required (during periods of leave) with the freedom to act subject to regulations and policies and regular supervision by the Coordinator Financial Accounting. The effect of decisions and actions taken on individual clients in this regard may be significant, but it is usually subject to appeal or review by the Coordinator Financial Accounting.
- This position also provides formal input into policy/process development within the area of expertise and/or management, including reviewing current Financial Services processes and recommending improvements to encourage efficient and effective work practices and outputs. This work is usually of an investigative and analytical nature, with the freedom to act prescribed by a more senior position. The quality of the output can have a significant effect on the process of policy development.

Judgement and Decision-Making Skills

Judgement and decision making is within the following scope:

- The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience. Problem solving may involve the application of these techniques to new situations.

Independently:

- Professional and respectful communication with clients/stakeholders.
- Use of professional judgement, problem solving and analytical skills in reaching decisions, providing advice and proposing recommendations on day-to-day matters.
- All decisions made and actions taken within Financial Services policies and protocols.

With Input from the Coordinator Financial Accounting:

- Policy and procedure interpretation and identifying the need for policy development.
- Evaluating and implementing routine improvements to financial accounting administration and reporting procedures.

Recommends and Identifies to the Coordinator Financial Accounting:

- Proposing solutions, improvements, or recommendations to Coordinator/Manager to address systemic issues or problems.
- Providing input in the development of the departmental business plan.

Guidance:

- Guidance and advice are usually available from the Coordinator Financial Accounting / Chief Financial Officer.

Specialist Knowledge and Skills

The position requires the following essential skills and knowledge:

- Proficiency in the application of theoretical Accounting disciplines, including the underlying principles as distinct from the practices, including:
 - o Understanding of accounting concepts and requirements with high level of attention to detail and accuracy, including the use of checks/balances.
 - o Ability to reconcile data from different systems, identify reconciling items and initiate action to resolve reconciling items.
 - o Achievement of statutory and agreed deadlines for preparation and presentation of information or reports on Council's financial affairs.
- Ability to work independently as well as contributing to business unit goals as a member of a cohesive and efficient team.
- An understanding of the long-term goals of the Financial Services unit and of the relevant policies of both the unit and the wider organisation

Management & Interpersonal skills

The essential position requirements include:

- Ability to manage time, set priorities, plan and organise one's own work and where appropriate that of other members of the team so as to achieve specific and set objectives of the team and the organisation as a whole in the most efficient way possible within the resources available and within a set timetable.
- Ability to coach and gain cooperation and assistance from a wide range of stakeholders across the organisation in the administration of defined activities and in the supervision of other employees in regard to financial issues, interpretation of financial reports and budget processes.
- Ability to work as a member of a small cooperative team, leading and motivating peers in a project environment, whilst still delivering on personal and team objectives and requires an understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employee's development.
- Ability to liaise with counterparts in other organisations to discuss specialist matters as well as with other employees in other functions within the organisation to resolve intra-organisational problems.
- Excellent oral and written communication skills, to prepare clear and concise management reporting and exception analysis as well as contributing to the effective support of and contribution to a specialist team.

Verification & Approvals

I certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

	Name	Signature	Date
Occupant			

Appendix

Core Capability Framework – Team Member

Relationship Management

Develops and maintains strong and enduring relationships with colleagues and/or external stakeholders which are built on mutual respect and commitment. Ensures that all people are treated with dignity and respect regardless of gender, ethnicity, religion or sexual orientation.

- Demonstrates respect for the wide range of views and perspectives that are expressed in their teams
- Contributes effectively to team meetings
- Demonstrates commitment to team decisions
- Demonstrates respect for other team members

Planning & Organising

Thinks from a wholistic perspective and sees the patterns in the complex relationships that exist between the different parts of the organisation. Uses these insights to ensure that the organisation's human, physical and financial resources are effectively used in the achievement of the organisation's, team's or the role's agreed priorities.

- Is able to explain the relationship between own work activities and the goals and objectives of the team
- Prioritises work based on the needs of the team
- Shares relevant information as and when appropriate
- Consistently does her/his share of the work

People Development

Demonstrates a deep commitment to ongoing learning and development as fundamental to the organisation's sustained success and to the realisation of the potential of its people.

- Is active in identifying opportunities for ongoing growth and development
- Seeks feedback with a view to personal and professional development
- Looks for opportunities to grow skills and knowledge
- Is proactive in managing own career development

Future focused organisation

Is keenly aware of the social, political, economic and technological trends that impact the global and local environments and ensures these are factored into the work of individuals, teams or the organisation to deliver on the needs and expectations of the Council and the community it serves

- Incorporates key issues impacting the broader environment into the way they undertake their work
- Responds flexibly to change
- Shows resilience in times of change
- Seeks support during times of uncertainty

Outcome orientation

Demonstrates a strong commitment to a high-performance culture by constantly striving for high quality customer service outcomes and accepting responsibility for outcomes within their control

- Demonstrates a willingness to take informed risks in solving client issues
- Ensures tasks are consistently completed to the required standard
- Responds promptly and appropriately to requests for service
- Consistently follows established practices and procedures

Service focus

Ensures there is a focus on delivering work priorities to agreed quality and timeliness standards

- Is friendly and responsive to clients/customers
- Strives to deliver quality client/customer outcomes
- Deals with client/customer issues with concern and a sense of importance

Self-management

Demonstrates self-awareness through understanding own responses to a range of situations as well as understanding the impact their behaviour has on others

- Accepts personal responsibility for outcomes within their control
- Demonstrates the ability to regulate and adapt behaviour according to the circumstances and the audience
- Seeks out feedback with the purpose of reflecting on work performance with a view to self-improvement
- Models Greater Dandenong's ethical and organisational standards

• Acts decisively during times of ambiguity and pressure

Safety, health and wellbeing

Ensures that the safety, health and wellbeing of employees, contractors, service users and councillors is at the heart of the organisation's culture and the way work is organised and services delivered

- Actively participates in discussions and activities aimed at improving safety, health and wellbeing
- Takes responsibility for the personal safety, health and wellbeing of self and immediate others
- Supports and encourages colleagues to actively participate in safety, health and wellbeing initiatives

Council's REACH Values

Respectful

We respect and care about our community, each other and ourselves.
We act with integrity at all times and in all matters.
We take time to listen to and seek to understand the other point of view.
We strive to understand and respect the diversity of our community and our workplace.
We understand our role in the community and respect the responsibility that comes with

Creative

We care about getting the best outcomes.
We constantly ask: What's the future and what's possible?
We have the courage to try new ideas.
We strive for excellence in everything we do.

Engaged

We listen to our community and respond.
We work together with our community and each other, to achieve the best outcome.
We have the confidence to challenge the status quo, to reach for better outcomes.
We are action-oriented in identifying and responding to new challenges.

Honest

We tell the truth, even when we know people may not want to hear it.
We form our opinions and give advice from sound, evidence based research.
We act with humility and apply the highest standards of ethical behaviour to everything we do.

Accountable

We are proud of our city, our community and our achievements.
We spend our time and effort on solutions rather than looking for someone to blame.
We take responsibility for our actions.

