

Position Title	Financial Accounting Lead
Directorate	Financial Services
Department/Business Unit	Financial Services
Team	Financial Accounting
Classification	Band 8
Date	September 2026
Reports to:	Manager Financial Services
Supervises:	- Financial Accountant - Assistant Financial Accountant - Assistant Accountant - Senior Accountant - Assets/Management Accounting - Accounts Payable Supervisor - Financial Services Officer
Internal Liaison:	- Council staff - Managers - Manager Financial Services - Chief Financial Officer
External Liaison:	- Internal and external audit staff - Government departments and agencies - Software providers - Financial institutions

Position Objectives

The primary purpose of this position is to:

- Manage the activities of the Financial Accounting function including leadership of staff, administration of relevant systems and formulation of procedures, to ensure the effective and efficient delivery of all Financial Accounting functions including
 - delivering high-quality financial reporting functions with strong Customer Service and recognised industry Best Practice to enable Council to make informed decisions.
 - ensuring 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 or Business Studies as well as substantial demonstrated experience and skills coordinating a team of Financial Accountants staff delivering Financial Accounting services as well as membership of CPA or CA qualified.
- Relevant skills, knowledge and experience should include:
 - Demonstrated extensive experience, achievement and innovation coordinating 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 legislation, Fringe Benefits Tax legislation, Australian Accounting Standards and Local Government legislation with substantial specific knowledge of the financial reporting requirements for each.
 - Advanced 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 function.
 - Demonstrated attention to detail and highly developed analytical, investigative and negotiation skills combined with comprehensive computer literacy including exceptional spreadsheet skills.

As part of the 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

Position Specific Responsibilities & Skills

In this position, you are responsible for:

Financial and Statutory Reporting	• In conjunction with the Manager Financial Services, coordinate and prepare 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 relevant legislation. • Coordinate and prepare the annual grants commission return, fringe benefits tax return and GST compliance reports and statements. • Assist managers to ensure that all claims and returns in respect of grants, subsidies, and other funds due or available to Council are accurately completed and submitted on a timely basis and followed up for receipt. • Prepare, produce, and distribute periodic (quarterly) financial reports required by the Management Accounting team including Balance Sheet, Cash Flow Statement, and investment reporting, as well, as the preparation of other associated financial reports required by management. • Liaise with the auditors for both audit and procedural requirements. Ensure internal and external audit recommendations agreed to by Council are implemented in accordance with the recommended timeframes. • Coordinate the preparation and compilation of Council's general unclaimed monies schedule and ensure compliance with the Unclaimed Monies Act. • Ensure all aspects of the relevant Local Government Act and Regulations are complied with.
Financial Management and Performance Reporting	• Prepare annual budget estimates for the Financial Accounting area. • Set targets and monitor performance of key activity indicators in relation to Financial Accounting and Treasury functions.
General Ledger Control Procedures	• Review and authorise all journals prepared and posted by the Financial Accounting team, ensuring all journals are posted by the second business day following month end. • Ensure all required monthly reports from Property and Rating, Computron and other systems are run on the last day of month end. • Develop and maintain written policies and procedures and continually review and streamline systems and processes to ensure flexible and responsive service delivery. • Ensure that Council officers comply with all internal control procedures and the Council's Instrument of Delegation. • Reconciliation of Annual Leave, Long Service Leave and Rostered Day Off (RDO) provision estimates with the general ledger balance on a quarterly basis and post appropriate journals (if required). • Coordinate Council's Corporate Purchasing system including card management and reconciliation to the general ledger (interface).
Performance and staff development	• Monitor compliance with prescribed service levels and ensure agreed standards are achieved by the team within agreed timeframes with a focus on industry best practice and organisational requirements. • Undertake performance reviews and manage the development of the Financial Accounting team, identifying the training needs of team members, and implement development programs as agreed. • Manage staff recruitment requirements and participate in recruitment and induction activities as required.

Planning, Policy and Systems Administration Management Team	• In conjunction with the Finance Business Partner Lead manage Council's Chart of Accounts that drives the accounting, budgeting, and reporting needs of Council. • Liaise with the Council's Digital Technology (IT) unit and contracted specialists to ensure the robust operation of all systems associated with Financial Reporting, designing, and implementing standard and ad-hoc reports within systems to meet Financial Reporting needs. • In conjunction with the Manager Financial Services devise and implement an ongoing program of training and systems improvement. • Facilitate and coordinate the efforts and output of the Financial Accounting team to reflect overall Council objectives, priorities, and team service levels. • Administer Council's banking application CommBiz (or equivalent) and Corporate Purchasing card software application. • Formulate and have input into Council's Investment Policy development and internal controls. • Ensure that guidelines and policies around cash processes are adequate and effective and that such policies prevent significant errors in cash balance calculation.
Accounts Payable (AP)	• Manage and provide supervision to the Accounts Payable Supervisor and Accounts Payable team generally. • Maintain and document detailed work processes for the Accounts Payable function which includes confirming and authorising weekly payment run details. • Develop, maintain, and implement organisational policies applicable to the Accounts Payable function. • Identify, develop, and implement processes to ensure internal controls are maintained as well as guidelines and procedures for publishing on Council's intranet and internet sites. • Comply with all relevant laws, be they Federal, State or Local Laws and Council policies and guidelines as amended from time to time.
Accounts Receivable (AR)	• Manage and supervise the Financial Services Officer and ensure all sundry debtors are collected in accordance with Council policies. • Prepare recommendations for write off of uncollectible debts consistent with Council guidelines, policies and procedures.
Investment and Borrowings Management	• To coordinate the short and long-term cash flows of the Greater Dandenong City Council to ensure that adequate funds are available at all times to meet the short-term requirements of creditors and salary payments. • Coordinate Council's investment portfolio and ensure that all Council's surplus funds are invested securely and promptly in order to maximise interest in accordance with regulations and Council policy.
Fixed Asset Accounting	• Ensure accurate accounting for Fixed Asset Acquisitions, Disposals, Depreciation, Impairment and Revaluations, updating and maintaining the Fixed Asset Accounting Policy and Guidelines on an annual basis. • Coordinate gathering of information for updating the valuation module of the Fixed Asset Register in the Assetic asset management system. • Review of yearend Financial Statements and note disclosures as related to Fixed Assets prepared by the Senior Accountant – Assets/Management Accounting

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 found on The Source > [Capability Framework | Greater Dandenong Council](#)

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 found on The Source > People, Culture and Safety > [REACH | Greater Dandenong Council](#)

Child Safe Organisation

Greater Dandenong City Council has zero tolerance of child abuse and is committed to creating and maintaining a child safe and child friendly City where all children are valued and protected from abuse.

Organisational Responsibilities

Everyone at Council has the following responsibilities and obligations:

Emergency Management	Help Council fulfil its emergency management obligations by assisting in emergency management activities as required
Occupational Health and Safety	All employees have responsibilities to: - Take reasonable care of their own health and safety. - Take reasonable care that their acts do not adversely affect the health and safety of other persons or themselves. - Follow policy, procedure or instructions to ensure as far as is reasonably practicable a safe workplace. - Report all incidents, injuries and near misses to their supervisor immediately and adhere to Council's occupational health, safety and return to work (RTW) policies and procedures. - Participate in health and safety training programs and initiatives. People managers have additional responsibilities to: - Develop, implement, promote and review Council's OHS management system within their area of responsibility. - Work with Health and Safety and People and Change departments to ensure accurate and timely OHS reporting, and implementation of health and safety culture, policies, procedures, and training programs. - Ensure employee compliance with relevant OHS regulatory requirements through local and corporate policies and procedures in order to provide and maintain a safe work environment, including providing training and guidance on OHS responsibilities. - Monitor and review workplace environment to identify, manage and respond to any health and safety hazards and risks, including psychosocial.
Child Safety	- Demonstrate and promote a strong commitment to child safety, equity and inclusion, and cultural safety, in line with Council policies and the Victorian Child Safe Standards and foster this commitment across their team. - Ensure compliance with the Child Safety and Wellbeing Policy, Child Safe Code of Conduct, and all child safe policies and procedures, and support staff to understand and meet these requirements. - Report any child safety concerns including breaches of Child Safe Code of Conduct in line with Council policies, the Reportable Conduct Scheme, and legal obligations, and support staff to understand and meet these requirements.
Climate Change & Sustainability	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	- 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	- Demonstrate an understanding of and the ability to work with, diversity in the workplace, including: - 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	Prevent and address violence against women and workplace sexual harassment, including by modelling acceptable behaviour, responding decisively to improper conduct and properly managing initial disclosures

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.

Working out of standard business hours

- ☒ Not required.
- ☐ This role may be subject to work related contact outside of normal business hours on an ad hoc, as needs basis. These hours will be subject to penalty or overtime rates.
- ☐ This role may be subject to work related contact outside of normal business hours. This position may require participation in an on-call, stand-by or availability roster (*keep only one allowance*). (Refer to 'Working out of hours' under position specific responsibilities.)

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 – <i>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</i>		☐	☐	☐	☒
Team based work – <i>works in a team of people and not exposed to isolation</i>		☐	☐	☐	☒
Communicating with others – Verbally		☐	☐	☐	☒
Communicating with others - Written		☐	☐	☐	☒
Focused Attention to task – <i>high levels of attention required to minimise errors and ensure accuracy</i>		☐	☐	☐	☒
Concentrating – <i>high levels of concentration required while completing required tasks</i>		☐	☐	☐	☒
Planning and sequencing tasks and activities		☐	☐	☐	☒
Decision making – <i>required to exercise sound decision making</i>		☐	☐	☐	☒

Cognitive Requirements	Task details (typical tasks)	Frequency (% of the working day)			
		Rare/ Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
<i>while completing all aspects of the position</i>					
Problem solving – requirement to develop sound solutions to novel or unusual problems arising during the course of the day		☐	☐	☐	☒
Reasoning – required to exercise sound reasoning while completing all aspects of the position within defined scope		☐	☐	☐	☒
Judgement – required to exercise sound judgement while completing all aspects of the position within defined scope		☐	☐	☐	☒
Short and long-term memory recall – ready access to documented procedures or precedents to perform requirements of the position		☐	☐	☐	☒
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		☐	☐	☐	☒
Interruptions – frequency of interruptions to daily work plans and requirement to change work plans at short notice		☐	☐	☐	☒

Physical Requirements

- ☐ This position requires more than 10% (on average) daily work rate of manual handling/physical exertion. [If this position requires $\geq 10\%$ (on average) daily work rate of manual handling / physical exertion, a Task Analysis is then required to be established by an Occupational Therapist [OT] for further assessment (please contact the OHS Team for further information).]
- ☐ This position requires a vision test
- ☐ This position requires a hearing test

Note: To determine % of manual handling / physical exertion on average per working day.

7.6 hour day = 456 minutes. 10% of 456 minutes = 45.6 minutes per day.

8.00 hour day = 480 minutes. 10% of 480 minutes = 48.0 minutes per day.

8.44 hour day = 506 minutes. 10% of 506 minutes = 50.6 minutes per day.

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		☐	☐	☐	☒
Standing – standing in an upright position, moving less than 3 steps		☐	☐	☒	☐

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
Walking – In an upright position, moving more than 3 steps		☐	☐	☒	☐
Crawling – Move on the hands & knees or by dragging the body close to the ground		☒	☐	☐	☐
Non-manual handling					
Crouch/squat – To lower the body by bending forward from legs and spine, buttocks on or near the heels		☐	☒	☐	☐
Kneeling – To lower the body		☐	☒	☐	☐
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		☐	☒	☐	☐
Reaching – Extending arms out in any direction		☐	☐	☒	☐
Twisting/trunk rotation – Rotating the body to one side or the other without moving the feet		☐	☐	☒	☐
Fine manipulation/pinch grip – Fingers are on one side of the object and thumb on the other, typically without the object touching the palm		☐	☒	☐	☐
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		☐	☒	☐	☐
Writing/typing		☐	☐	☐	☒
Climb ladders		☒	☐	☐	☐
Climb or descend stairs		☐	☒	☐	☐
Low level work – Performing manual handling actions at or near ground level		☒	☐	☐	☐
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		☒	☐	☐	☐
Pushing/Pulling – Applying force to move something away or closer to one's self, including static positions		☒	☐	☐	☐
Kilograms of force (kg.f) – Amount of force or effort required to perform a specific task or part of a task		☒	☐	☐	☐
Weight requirements – lift, carry, push, pull or hold					
1-5kg		☐	☒	☐	☐
5.1 – 10kg		☐	☒	☐	☐
10.1 – 15kg		☒	☐	☐	☐
15.1 – 20kg		☒	☐	☐	☐
Lift floor to hip		☒	☐	☐	☐
Lift waist to shoulder		☐	☒	☐	☐
Lift overhead		☒	☐	☐	☐
Pushing/pulling		☐	☒	☐	☐

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:

- May manage resources and / or regulatory or specialist units and / or develop and interpret policy.

- Where the prime responsibility is for resource management the freedom to act is governed by broad goals, policies and budgets with periodic reviews to ensure conformity with those goals and a reporting mechanism to ensure adherence to budgets. Decisions and actions taken in this Band may have a substantial effect on the operational unit being managed or on the public perception of the wider organisation.
- In managing this specialist unit, the freedom to act is governed by the goals and policies of the organisation and by statute and subordinate legislation, with decisions and actions taken by this position having a substantial effect on the operational unit being managed or on the public perception of the wider organisation. Decisions and actions taken at this level may also have a substantial effect on the community or sections of it.
- Under the direction and guidance of the Manager Financial Services, develop Strategic Policy options and Strategic Plans to address future finance requirements of the organisation and to develop and implement high quality, timely and accurate Financial Reporting to guide the Executive and Council in making decisions. The freedom to act in this regard is wide and limited only to the areas nominated by Employer or the corporate management.
- The advice and counsel provided by this position is relied upon for guidance and part-justification for adopting particular policies the impact of which may be substantial upon the organisation and/or the community.

Judgement and Decision-Making Skills

Judgement and decision making is within the following scope:

- May involve both problem solving and policy development. Methods, procedures and processes are less well defined and employees are expected to contribute to their development and adaptation.
- The work will typically require the identification and analysis of an unspecified range of options before a choice can be made.
- Will identify and develop policy options in their own functional area for consideration and choice by their Manager or by Employer.

Independently:

- Manage time and determine priorities, plan workflow of self and others and meet tight deadlines effectively.
- Evaluating and making improvements to financial planning and reporting procedures.
- Design of relevant reports to enhance the quality of financial reporting.
- Provision of specialised advice to council's managers and officers on financial accounting and related services/reporting matters.
- Provide training, guidance, advice, leadership and motivation to a team of financial accountants and accounts payable/receivable officers.

Recommends to and receives input from the Manager Financial Services:

- Prepare the first draft of the annual financial statements for review.
- Identify, analyse, develop, and implement ongoing improvements to work systems, procedures and unit activities from an unspecified range of options.
- Provision of specialised advice to Council's managers and officers on financial accounting related matters.
- Identifies and recommends individual and team development opportunities for financial accounting staff.
- Identify and develop policy options in the Financial Services Unit for consideration and choice by the Manager Financial Services.

Guidance

- Works under broad direction from the Manager Financial Services.
- All decisions are made within statute and subordinate legislative guidelines.

Specialist Knowledge and Skills

The position requires the following essential skills and knowledge:

- Require proficiency in the application of theoretical or scientific approaches in the search for solutions to new problems and opportunities which may be outside the original field of specialisation by the employee.
- Require an understanding is required of the long term goals of the wider organisation and of its values and aspirations and of the legal and socio-economic and political context in which it operates.
- A sound knowledge of budgeting and relevant accounting and financial procedures is essential except for specialist positions where such knowledge may not be required.

Management & Interpersonal skills

The essential position requirements include:

- May involve supervision of large numbers of employees or the supervision of tertiary qualified employees or employees with extensive experience.
- Management skills are required to achieve objectives and goals, taking account of organisational and external constraints and opportunities.
- Require the ability to persuade, convince or negotiate with clients, members of the public, other employees, tribunals and persons in other organisations in the pursuit and achievement of specific and set objectives. Employees at this level must be able to lead, motivate and develop other employees.

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			