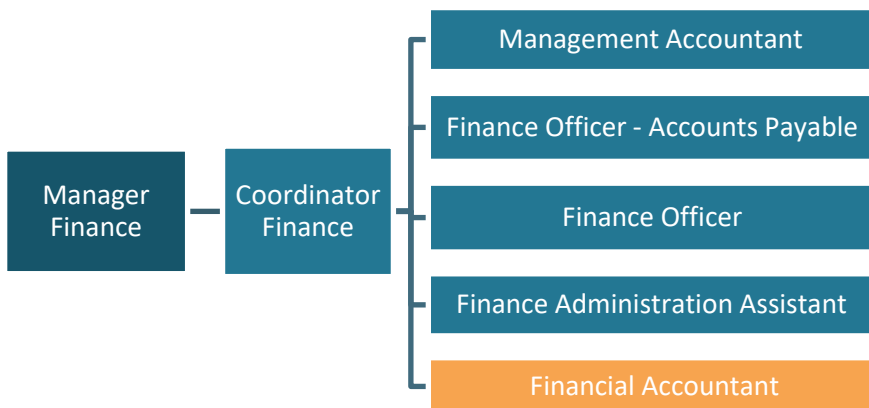


FINANCIAL ACCOUNTANT

Position No.	TBC
Classification	Band 6, Permanent Full Time
Directorate	Corporate Services
Department	Finance
Division	Finance
Team	N/A
Department Context	<p>The Finance division is located within the Finance department of Council and exists to provide timely and accurate financial reports, returns and acquittals. A key function is to ensure Council's accounting system comply with Australian Accounting Standards, relevant legislation and guidelines by ensuring the integrity of the general ledger and subsidiary systems. Central to the department is providing high level business support to business units in preparing and monitoring budgets.</p>  <pre> graph LR ManagerFinance[Manager Finance] --- CoordinatorFinance[Coordinator Finance] CoordinatorFinance --- ManagementAccountant[Management Accountant] CoordinatorFinance --- FinanceOfficerAP[Finance Officer - Accounts Payable] CoordinatorFinance --- FinanceOfficer[Finance Officer] CoordinatorFinance --- FinanceAdminAssistant[Finance Administration Assistant] CoordinatorFinance --- FinancialAccountant[Financial Accountant] </pre>
Position Purpose	<p>The Financial Accountant assists in the preparation of the annual financial statements and is responsible for completing relevant tax returns including FBT, GST, PAYG and taxable payments reports and reviewing quarterly fuel tax rebate calculations. The position also coordinates accounting for Council's assets including maintenance and reporting of depreciation, capitalisations and disposals, ensuring accurate records in the asset register, assisting with asset revaluations, development contribution accounting and compliance with accounting standards.</p>

VISION & VALUES

Where people matter, communities are connected, and the future is bright

Pride	We know that our work is important, and we take pride in doing the best job we can
Respect	We treat each other with courtesy and respect, and are committed to keeping our environment safe, and free from judgement
Integrity	We are committed to being authentic, honest and ethical in our work

**Collaboration
Excellence**

We partner together to achieve shared goals and deliver community focused outcomes
We are committed to delivering the best community experience and outcome that we are capable of providing

KEY RESPONSIBILITIES AND DUTIES

Financial Reports, Returns and Acquittals

- Complete relevant tax returns including FBT, GST, PAYG and taxable payments reports.
- Review quarterly fuel tax rebate calculations.
- Assist with the preparation of annual financial statements.
- Assist with Financial Internal and External audit.

Financial Systems and Processes

- Processing of journal entries and reconciliation of general ledger accounts.
- Maintain a level of knowledge of Council's software to ensure General Ledger integrity.
- Drive process improvements, including the creation of standard and ad-hoc reports, tools.
- Develop policies and procedures to ensure compliance with all legislation, accounting standards and internal policies and system requirements and undertake regular reviews.
- Provide expert professional advice to internal clients on financial issues, policies, processes and procedures.
- Assist in implementation of new systems and processes.
- Maintain an up-to-date knowledge of the various accounting software applications used.

Accounting for Assets

- Maintenance and reporting of Council's depreciation schedules, asset capitalisation and disposals into the fixed asset register, work in progress accounts, impairment adjustments and stocktakes.
- Liaise with the Coordinator Asset Management to ensure Council's asset register and asset fair values are accurately maintained.
- Monthly and annual reconciliation of the asset register to the general ledger and prepare audit schedules relating to fixed assets and assist the auditors in their inquiries.
- Assist in collecting and collating data relevant to Council's Long Term Financial Plan and Asset Management Plans.
- Assist business unit managers Manager to produce the Capital Budget including depreciation and asset maintenance forecasts.
- Assist with the asset revaluation process.

Development Contribution Accounting

- Assist Council's Planning Business Unit in developing and maintain financial modelling that forecasts development contributions required to meet Council's long-term liabilities in providing infrastructure.
- Assist in the delivery of infrastructure as identified in the Development Contribution Plans and assist in the appropriate indexing of infrastructure items and revaluation of land required to accommodate that infrastructure.
- Provide financial advice and support to Council's Planning Department regarding the administration and implementation of development contributions.
- Assist with monthly and annual reporting requirements including annual audit in relation to developer contributions.

General and Organisational Responsibilities

- Comply with Council policies and procedures, including the Code of Conduct, and Councils Corporate Values.
- Contribute to the development of the Department's/Teams objective, as well as the corporate goals of Council.
- Embrace Council's commitment to providing a safe and healthy working environment by performing duties in accordance with the Health & Safety Act 2004, regulations, codes of practice and policies and procedures.
- Promote excellence in the customer experience and in conjunction with your manager or people leader, identify, review, and implement strategies to improve the customer experience quality and efficiency.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During a CEO identified emergency an employee may be required to complete alternative work including administration, logistics and specialist support.
- Maintain confidentiality in respect of all dealings of a sensitive or confidential nature.
- Participate as directed in training and education to maintain compliance and an up-to-date knowledge.
- Provide backup support to Management Accountant and Coordinator Finance as required.
- Other duties within the scope of the employee's skills, competence and training, relevant to the position band, as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Child Safe Standards

Golden Plains Shire Council is committed to creating a child safe organisation where children and young people are respected, valued and encouraged to reach their full potential.

Golden Plains Shire Council's policies and procedures support the implementation of requirements under the *Child Wellbeing and Safety Act 2005* and the *Child Safe Standards*.

All staff must actively contribute to a child safe and child friendly environment and are committed to continuously update their knowledge to ensure they fulfil their obligations in relation to Child Safe Standards. Council will provide access to continuous learning opportunities and develop relevant services and programs to adopt Child Safe practices.

GPSC CAPABILITIES

The GPSC Capabilities are the knowledge, skills, and associated behaviours required by all staff. The capability level for each role is varied and dependent on the role functions. The four levels for the capabilities are:

Foundational	<ul style="list-style-type: none"> • Basic awareness of concepts and techniques • Follows guidance, complies with established procedures, seeks advice
Intermediate	<ul style="list-style-type: none"> • Broad understanding of concepts and techniques • Demonstrates the skills/knowledge with minimal guidance
Adept	<ul style="list-style-type: none"> • Strong understanding of concepts and techniques with consistent application • Influences, upholds, shares advice, consults
Advanced	<ul style="list-style-type: none"> • Extensive understanding and application of concepts and techniques • Sets, leads, designs, innovates, monitors, regulates, develops others • Shapes the organisations approach in the application of this skill/knowledge

The capability level for this role is as follows:

Capability	Description	Level
Flexibility & Adaptability	Adjust approach in line with changing priorities and remain agile and positive toward change	Intermediate
Manage Self	Shows drive and motivation, with an ability to self-reflect and a commitment to learning	Intermediate
Resilience	Maintain a positive attitude and consistently deliver quality work in the face of challenging situations	Intermediate
Value Diversity & Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences, and perspectives	Intermediate
Communication	Communicate clarity, vision, purpose, and impact, actively listen to others, and respond with understanding and respect	Adept
Collaboration	Build strong relationships, collaborating effectively across the organisation, valuing their contribution	Adept
Customer & Community Focus	Committed to the customer experience and delivering customer and community valued outcomes	Intermediate
Influence & Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
Action & Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy, and guidelines	Adept
Plan & Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
Problem Solving	Think, analyse, and consider the broader context to develop practical solutions	Adept
Innovation & Continuous Improvement	Use different ideas and concepts to develop new and different ways of thinking to improve efficiency, effectiveness, and quality of work	Intermediate

CLASSIFICATION DEFINITIONS

Accountability and Extent of Authority	The position provides specialist accounting advice to internal clients. Freedom to act is subject to regulations and policies and regular supervision. The effect of decisions and actions taken by this position may be significant, but it is subject to appeal or review by the Coordinator Finance or Manager Finance. The position provides input into the development of Finance Unit policies and procedures.
Judgement and Decision Making	<p>The nature of the work is specialised, with methods, procedures and processes developed from theory and precedent. It may involve improving and/or developing methods and techniques generally based on previous experience.</p> <p>Problem solving involves applying known techniques to new situations.</p> <p>It is expected that balanced judgement be shown in all decision-making processes.</p> <p>The incumbent is expected to possess skills in identifying and developing policy options for consideration together with the ability to negotiate solutions based on</p>

	<p>established procedures of precedent and recognise when new approaches are required.</p> <p>The incumbent is required to show good judgement and diplomacy and refer issues to management when required to sustain relationships.</p> <p>Guidance and advice is usually available within the time available to make a choice.</p>
Specialist Skills & Knowledge	<p>The position requires:</p> <ul style="list-style-type: none"> • Proficiency in the application of Australian Accounting Standards, techniques, concepts and practices. • Knowledge of the financial provisions of the Local Government Act. • Advanced level skills in Microsoft Excel. Experience in the application of financial and reporting software, including operating and maintenance of systems. • High-level problem-solving ability to analyse information, recommend and implement solutions to management accounting issues. • Ability to identify and design useful analytical reports for decision making, including understanding of how query reporting tools, such as Crystal and Excel, can be used to perform high level analysis of financial data within relational databases. • A familiarity with and ability to apply budgeting techniques. • Attention to detail to ensure accurate data is maintained in Council's financial and accounting systems.
Management Skills	<p>The position requires skills in managing concurrent projects, including setting priorities, and planning and organising one's own work and where appropriate that of other employees to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.</p> <p>Ability to provide accounting advice and assistance to business units, including provision and analysis of budget and forecast information to business units.</p>
Interpersonal Skills	<p>The position requires the ability to gain co-operation and assistance from clients and other employees with a commitment to providing excellent customer service and a "can do" attitude in a busy office and service environment.</p> <p>The position will be able to liaise with counterparts in other organisations to discuss specialist matters and with employees in other functions within the organisation to resolve intra-organisational problems.</p> <p>The position is expected to have verbal communication skills sufficient to develop and gain cooperation and trust of business unit staff.</p>
Qualifications & Experience	<p>The position requires:</p> <ul style="list-style-type: none"> • Tertiary qualification in Commerce, Accounting or Business or Diploma in Accounting, with CPA/CA status desirable. • At least three years' experience in a similar accounting role.

KEY SELECTION CRITERIA

1. Demonstrated experience in a similar role in a small to medium organisation. In particular general ledger maintenance and reconciliations, financial reporting and asset accounting duties.
2. Proficiency in the application of Australian Accounting Standards, techniques, concepts and practices, including demonstrated experience in accounting for assets.
3. Demonstrated ability to problem solve to analyse information, recommend, and implement solutions to management accounting issues.
4. Attention to detail to ensure accurate data is maintained in Council's financial and accounting systems.
5. Advanced knowledge of Microsoft Excel and ability to perform high level analysis of financial data.
6. Demonstrated ability to contribute to the team objectives and corporate goals.
7. Demonstrated commitment to excellent customer service and a "can do" attitude in a busy office and service environment.
8. CPA/CA status desirable.

Other Requirements

9. Completion of a pre-employment Disclosure of Pre-existing Condition form.
10. A current Australian driver licence.
11. Maintain a satisfactory National Criminal History Check and Working with Children's Check (IF REQUIRED).

Please note that Police Check results that are suitable for this position (will be arranged by Golden Plains Council) are required of the preferred candidate.

All positions are subject to a six-month probationary period.

APPROVAL

Approved By (Department): Manager Finance

Reviewed By (P&C): Manager People, Performance and Governance

Date: February 2023

Employee Acceptance:

(Name and signature)

Date:

PLEASE NOTE:

Personal and Health Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.