

Financial Accountant

POSITION DESCRIPTION

Position Number:	3454
Portfolio:	Office of the CEO
Business Unit:	Finance and Governance
Team:	Accounting
Position Status:	Temporary Full Time (Maternity Relief)
Classification:	QLGIA (Stream A) Level 5
Reports To:	Coordinator Accounting Services
Revised:	June 2025

General Position Statement:

This position supports Council's direction by being responsible for providing financial and accounting services in a professional, efficient and confidential manner to meet the financial reporting and taxation requirements whilst ensuring the development of working relationships with all staff and the public.

This position is responsible for providing technical guidance and assistance in the preparation of financial statements, annual and revised budgets, and taxation compliance.

Specific Responsibilities:

This position has the following responsibilities:

1. Complete particular sub-tasks as part of the preparation of Council's annual general purpose financial statements including the preparation of work papers.
2. Assist with Council's annual financial external audit including liaising with Council's external auditors and monitoring adherence with internal control procedures.
3. Monitor and implement compliance with Council's financial policies & procedures, Australian Accounting Standards and local government legislative requirements within a financial context.
4. Working as a business partner with Council's business units within the framework of Council's business partnering approach. This includes the preparation; analysis and distribution of monthly budget variance reports to identify all significant variances to budget





for review & action by business unit managers whilst promoting budget accountability to ensure the impact of all budget variances are fully understood.

5. Provide quality support and advice to the Manager Financial Services and Council's business unit managers with respect to the development and preparation of the annual budget, revised budgets and the long-term financial plan.
6. Investigate, review and resolve costing inaccuracies in Council's ledgers identifying and implementing process improvements to prevent reoccurrence.
7. Complete the month end ledger close off process and assist with the completion of internal financial reporting requirements to management and Council.
8. Assist with the completion of Council's monthly business activity statement, annual fringe benefits tax return & monthly payroll tax returns as required.
9. Assist with council's banking and treasury functions including the administration of Council's investments, trust account functions, bank reconciliations and daily receipting procedures as required.
10. Complete system administration functions including maintenance of Council's chart of accounts and assist with the back-end configuration of charts and ledgers in Council's financial operating systems.
11. Develop & process journals in Council's ledgers as required.
12. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
13. Ensure a safe, healthy, and inclusive work environment by complying with workplace health and safety legislation, Council's WHS Responsibility Statements, and relevant policies and procedures.
14. Maintain clear and accurate records that support effective service delivery and reflect Council's commitment to transparency and good governance.
15. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
16. Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements:

Skills/Competencies

1. Previous experience in operating Council's current financial operating systems (Finance One and Pathway) or demonstrated past experience in quickly learning and effectively operating corporate financial systems.



2. Demonstrated past experience in financial accounting functions including assisting with the preparation general purpose financial statements and budgets.
3. Demonstrated experience in interpreting legislation & Australian Accounting Standards and making judgement on their correct application.
4. Demonstrated experience in operating Microsoft Office software at an intermediate to advanced level, in particular Microsoft Excel and Outlook.
5. Strong communication skills, both oral and written with an understanding of and a focus on the provision of quality customer service.
6. Strong organisational skills, including the ability to prioritise, plan and organise workloads and ability to define and resolve problems.
7. Demonstrated analytical skills with an ability to extensively analyse and recommend changes to existing business processes and workflows.
8. Demonstrated commitment to the values of Livingstone Shire Council.

Mandatory Qualifications, Licences and Experience

1. An undergraduate degree or higher with a major in accounting/finance/commerce or another closely related discipline with previous experience in financial accounting functions.
2. Eligibility for membership of CPA Australia, Institute of Chartered Accountants, or other professional accounting body.
3. Possess and maintain a current motor vehicle driver's licence.

Desirable Qualifications, Licences and Experience

1. Previous experience in a local government finance environment.

Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.



Physical Requirements

1. Ability to work in an office environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation.
4. Must be available to work the on-call roster if required.
5. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

Delegations and Authorisations:

Financial, Administrative and Human Resource Management Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's knowledge library.

Acknowledgement:

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.





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SELECTION CRITERIA

Position Number:	3454
Portfolio:	Office of the CEO
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Classification:	QLGIA (Stream A) Level 5
Reports To:	Coordinator Accounting Services
Revised:	June 2025

Please address each of the selection criteria below in your application:

1. Mandatory qualifications and experience.
 - An undergraduate degree or higher with a major in accounting/finance/commerce or another closely related discipline with previous experience in financial accounting functions;
 - Eligibility for membership of CPA Australia, Institute of Chartered Accountants, or other professional accounting body; and
 - Possess and maintain a current motor vehicle driver's licence.
2. Previous experience in operating Council's current financial operating systems (Finance One and Pathways) or demonstrated past experience in quickly learning and effectively operating corporate financial systems.
3. Demonstrated previous experience in financial accounting functions including assisting with the preparation of general purpose financial statements and budgets.
4. Demonstrated experience in interpreting legislation & Australian Accounting Standards and making judgement on their correct application.
5. Demonstrated analytical skills with an ability to extensively analyse and recommend changes to existing business processes and workflows.
6. Strong communication skills (oral and written) focused on the provision of quality customer service.

Suggested approaches to addressing selection criteria include:

Responses should be relevant and directly relate to the selection criteria.
Responses are generally no longer than one page per selection criteria.

You may like to take in account;

- Situation – Describe the situation you were in, including where it occurred and what the relevant environment was.
- Task – Describe the event/task that required resolution, what was required of you.
- Action – Describe what actions you took, how did you resolve the problem.
- Result – What was the outcome and how did your actions contribute to a positive result.

Use actual examples of what you have done that are relevant to each selection criteria. Include how well you did it, what you achieved, and how it relates to the requirements of this role.