

POSITION DESCRIPTION

Position Title	Financial Accountant
Position Code	7218
Directorate	Corporate & Leisure
Work Group	Finance
Position Classification	Band 7
Effective Date	April 2025

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

Oversee the delivery of quality financial accounting and reporting services, in particular the timely completion of internal and statutory financial reporting (including annual budgets and annual statements), ensuring full statutory and regulatory compliance and safeguarding the integrity of the general ledger.

Ensure the ongoing management and maintenance of high level financial and information systems, including identifying and implementing system improvements and ensuring proper training and awareness of end users.

2. Working Relationships

Reports to	Finance Manager
Supervises	Finance Administrator Accountant

3. Key Responsibilities

- 3.1** Supervise, coach, develop and motivate the Accounting team to foster a high performing team environment.
- 3.2** Drive continuous improvement initiatives within the team including process documentation, knowledge transfer and multiskilling of staff as well as identifying opportunities to improve efficiency and customer service.
- 3.3** Oversee the accurate and timely delivery of statutory, financial, and management reporting, including the Annual Financial Statements, Annual Budget, Long Term Financial Plan, monthly reports, and quarterly forecasts.
- 3.4** Coordinate the Annual External Audit and the preparation of all statutory returns, including the Victorian Grants Commission Return and other financial acquittals.
- 3.5** Facilitate the Annual External Audit process including annual statements through to finalisation within the statutory timeframe.
- 3.6** Coordinate month- and year-end processes including communicating with all stakeholders, ensuring all month end journals are completed, preparing, and validating reconciliations and working papers, and reviewing financial results to ensure accuracy.
- 3.7** Oversee banking and treasury functions including monitoring bank balances, term deposits and loans, banking administration, cash flow modelling and ensuring timely reconciliation Council's bank accounts.
- 3.8** Ensure that accounting records are kept up to date in the prescribed manner and that funds are managed in the best interests of the Council at all times.

- 3.9** Develop strong working relationships with responsible Managers and Budget Officers, to improve financial management capabilities within the organisation and improve financial outcomes through accurate forecasting and budget phasing.
- 3.10** Coordinate the administration of Council's finance system to ensure effective use in accordance with Australian Accounting Standards, the Local Government Act, and Regulations, taxation legislation and other statutory requirements.
- 3.11** Facilitate and implement upgrades or enhancements to the Corporate Financial System and associated applications.
- 3.12** Provide high level technical support, advice and training to users of Council's finance system, design and implement enhancements to the system and implement upgrades as required.
- 3.13** Plan, coordinate and implement internal system controls (preventative and detective) to provide quality assurance over financial data and ensure integrity of the general ledger.
- 3.14** Undertake other tasks as required, with appropriate guidance from Manager.

4. Core Physical Requirements

- 4.1** Capacity to, on occasion, lift items unspecified in weight within individual limits.
- 4.2** Capacity to undertake office-based activities including sitting at a desk and using a computer for extended periods.
- 4.3** Capacity to drive a vehicle.

5. Accountability and Extent of Authority

- 5.1** Complying with and interpret all legislative, industry and council regulations and procedures in the execution of all activities within the team.
- 5.2** Accountable for developing and implementing appropriate financial reporting and control systems in respect of all areas of Council's operations.
- 5.3** Accountable for the overall efficiency and effectiveness of the Accounting team

- 5.4** Authority to meet all accountabilities of the position is subject to professional and regulatory review, budgets delegations, and statutory obligations.
- 5.5** Develop policy options within the area of expertise and/or management of the position.
- 5.6** Authority to direct team members to undertake duties as per the relevant position descriptions.
- 5.7** Ensuring general ledger integrity through the establishment, monitoring, and testing of internal controls.

6. Judgement and Decision Making

- 6.1** Make decisions on all matters which are within the responsibility of the position and within any delegated authority, legislative requirements, established policy or recognised standards.
- 6.2** Use of professional judgement and professional scepticism in critically reviewing and problem-solving financial information contained within Council's financial system.
- 6.3** Making informed judgments in the interpretation and application of the Local Government Act, Finance and Reporting Regulations, Australian Accounting Standards and other relevant legislation.
- 6.4** Making recommendations to the Manager Finance on long-term financial strategies, improvements to Councils financial situation, financial systems and financial processes/procedures.
- 6.5** Making recommendations to the Manager Finance on accounting practice, procedures and guidelines.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

- 7.1.1** An advanced level of technical expertise in accounting and financial matters, including relevant Australian Accounting Standards.

- 7.1.1** Sound knowledge of and familiarity with the principles of budgeting, relevant accounting and financial matters, systems, and data elements in an organisational context.
- 7.1.2** A thorough knowledge of financial management software and the ability to optimise processes to improve efficiency for the finance team and broader organisation through the deployment and enhancement of core systems and other digital tools.
- 7.1.3** An advanced understanding of data flows and system interfaces.
- 7.1.4** Proficiency in the application of a theoretical or scientific discipline in the search for solutions to new problems and opportunities.

7.2 Management Skills

- 7.2.1** Plan, prioritise and organise work, both on an individual and team basis, within a set timetable and in an environment of change and conflicting demands, in order to achieve set objectives.
- 7.2.2** Ability to train staff in relevant accounting practices as appropriate.
- 7.2.3** Sound understanding of equal opportunity & OHS principles and ability to work within the organisation's HR policies including recruitment and staff development.
- 7.2.4** Ability to achieve specific objectives and set goals of the Finance unit, in the most efficient way possible within the resources available and within set timeframes despite conflicting pressures.

7.3 Interpersonal Skills

- 7.3.1** Ability to gain cooperation and assistance from customers, employees, and members of the public in relation to financial matters.
- 7.3.2** Ability to motivate and develop employees who directly report to this position.
- 7.3.3** Ability to discuss, and resolve issues with staff, government agencies etc. as appropriate.
- 7.3.4** Excellent communication skills, both oral and written, essential for report development and discussing complex financial matters in simple terms with the stakeholders including the Executive and Councillors.

8. Qualifications and Experience

- 8.1** Degree qualification in Accounting with several years professional experience relevant to the position.
- 8.2** Membership of the Chartered Accountants Australia and New Zealand (CA ANZ) or Certified Practicing Accountants (CPA).
- 8.3** Demonstrated expertise in statutory and financial reporting, including financial statements and budgeting.
- 8.4** Proven experience in managing staff in a Finance/Accounting Department.
- 8.5** A thorough understanding of digital and data systems and the applications that may be applied relating to financial management and reporting.
- 8.6** Detailed knowledge of all relevant Acts, Regulations, and financial procedures, especially the ability to interpret and apply Australian Accounting Standards or other relevant legislation.

9. Key Selection Criteria

- 9.1** Degree qualifications in accounting with several years professional experience relevant to the position.
- 9.2** Experience in managing a team, including the ability to coordinate team priorities to achieve deadlines, while coaching, mentoring, and developing staff to ensure a high performing team.
- 9.3** High level interpersonal skills and strong communication skills, with the ability to communicate complex financial information to people of non-financial backgrounds.
- 9.4** Strong knowledge and experience in utilising Corporate Financial Software Systems and contemporary accounting methods to achieve financially responsible outcomes and ensure efficiency and effectiveness.
- 9.5** Demonstrated experience in identifying system or process opportunities for improvement and suggesting appropriate solutions.

Authorised by: Director – Corporate & Leisure

Date:

Employee's Signature:

Date:
