



POSITION DESCRIPTION

Position Title	Accountant
Position Code	7112
Department	Finance
Work Group	Accounting
Position Classification	Band 6
Effective Date	February 2022

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. In this context we have a vision to build the best sports, aquatics and events precinct in regional Victoria – bringing significant social, recreational, health and economic benefits to our community. 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

To provide effective and efficient accounting services in accordance with accounting standards and statutory obligations. To adopt a responsive and customer service-oriented approach to business partnering to facilitate good financial management practices, provide insights for decision making and ensure good financial outcomes for Council.



2. Working Relationships

Reports to	Financial Coordinator
Supervisors	Nil

3. Key Responsibilities

- 3.1 Prepare accurate and timely regulatory, statutory and financial reporting such as the annual financial statements, performance reporting and Victorian Grants Commission return.
- 3.2 Prepare detailed audit working papers and effective liaison with external audit teams.
- 3.3 Complete general ledger reconciliations and investigation and follow up of variances.
- 3.4 Review and post journals and ensure information contained in the general ledger complies with applicable accounting standards.
- 3.5 Maintain the administration of council's financial systems including the general ledger, budgeting and asset information.
- 3.6 Ensure Council's internal control mechanisms are communicated and maintained and assist in reviewing and continually improving internal controls to safeguard Council assets.
- 3.7 Develop strong working relationships with relevant Managers/Budget Officers in respect to Business Partnering and the provision of value adding financial services to Council staff.
- 3.8 Work on the development and implementation financial systems, practices and processes that support responsive and flexible service to internal and external customers.
- 3.9 Develop and deliver training to Council staff with regard to financial systems, processes and procedures.
- 3.10 Provide efficient customer service to internal and external customers.
- 3.11 Provide support within the team on a range of financial services activities and backfill the finance time when required.
- 3.12 Undertake work on the development and preparation of Council's annual budget
- 3.13 Perform, as directed, other duties that are within the limits of the incumbents' skill, competence and training.

4. Core Physical Requirements

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



5. Accountability and Extent of Authority

- 5.1. Provide specialist accounting advice and support to internal customers including Council, Management and Staff subject to relevant regulations, standards, policies and procedures.
- 5.2. Responsible to ensure adequate control procedures are observed for computer records and maintenance of computer file activities.
- 5.3. Responsible for ensuring up to date procedural documentation relating to key responsibilities and relevant tasks are prepared and maintained.
- 5.4. Authority to provide specialist information in response to enquiries within the Key Responsibility areas.

6. Judgement and Decision Making

- 6.1. Make decisions on all matters which are within the responsibility of the role and within any delegated authority, legislative requirements, established policy or recognized standards.
- 6.2. Use professional judgement/scepticism in critical reviews/assessments of financial information contained within Council's financial systems.
- 6.3. The ability to research and problem solve/interpret to make financial decisions.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

- 7.1.1 Extensive knowledge of accounting standards, principles and legislation.
- 7.1.2 Proficiency with financial systems.
- 7.1.3 Comprehensive knowledge of financial reporting, budgeting and other financial practices.
- 7.1.4 Highly developed problem solving skills and the ability to anticipate problems and identify appropriate mitigations.

7.2 Management Skills

- 7.2.1 Strong organisational skills in order to plan and manage the day- to-day requirements of the position.
- 7.2.2 Ability to plan and organise own work within a changing environment and against competing demands to achieve specific and set objectives in the most efficient way possible with the resources available.
- 7.2.3 Ability to undertake a variety of tasks concurrently with minimal supervision.



7.3 Interpersonal Skills

- 7.3.1 Excellent communication skills, both oral and written.
- 7.3.2 Ability to cooperate and work well with others in the pursuit of team goals.
- 7.3.3 Excellent customer liaison skills.
- 7.3.4 Ability to discuss and resolve accounting and financial issues with internal and external counterparts.

8. Qualifications and Experience

- 8.1. Degree qualification in accounting with some relevant experience in contemporary accounting/financial management. CPA or CA membership is highly desirable.
- 8.2. Demonstrated experience in the use of finance systems related to financial management and reporting.
- 8.3. Experience in the operation of general office equipment and computer applications.
- 8.4. Detailed knowledge of all relevant Acts, Regulations and financial procedures including current Australian Accounting Standards. Experience in a local government setting is desirable but not essential.

9. Key Selection Criteria

- 9.1. Degree qualification in accounting with experience relevant to the position.
- 9.2. Well-developed organisational skills, including the ability to balance competing demands within a changing environment.
- 9.3. Comprehensive knowledge of financial reporting, budgeting and other financial practices.
- 9.4. Demonstrated experience in preparing general ledger reconciliations and schedules for Council's accounts, provisions, and leases.
- 9.5. Previous experience in developing strong working relationships with relevant Managers/Budget Officers in respect to Business Partnering and the provision of value adding financial services to staff.
- 9.6. Demonstrated experience in discussing and resolving accounting and financial issues with internal and external counterparts.



Authorised by: Director – Corporate Services

Date:

Employee's Signature:

Date:
