



## POSITION DESCRIPTION

<b>Position Title</b>	<b>Finance Business Partner</b>
<b>Position Code</b>	
<b>Business Unit</b>	<b>Finance</b>
<b>Department</b>	<b>Finance</b>
<b>Work Group</b>	<b>Management Accounting</b>
<b>Position Classification</b>	<b>Band 6</b>
<b>Effective Date</b>	<b>May 2021</b>

### 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	Management Reporting Coordinator
Supervisors	Nil

## 3. Key Responsibilities

- 3.1** 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.
- 3.2** Maintain the administration of council's financial systems including the general ledger, budgeting and asset information.
- 3.3** Maintain, reconcile and report Council's fixed asset register including depreciation schedules, asset capitalisation and disposals, work in progress accounts, impairment adjustments and stocktakes.
- 3.4** Assist with the preparation of Council's Annual Financial Statements and other statutory returns.
- 3.5** Assist with the development and preparation of Council's annual budget
- 3.6** Assist the finance team in the development and delivery of training for financial system users.
- 3.7** Prepare general ledger reconciliations and schedules for Council's accounts, provisions, and leases.
- 3.8** Participate in reviews of Finance policies, processes, and procedures to identify opportunities for continuous improvement.
- 3.9** Provide efficient customer service to internal and external customers.
- 3.10** Provide accounting support to the finance officer for the processing of bank guarantees, bonds and other financial processes.
- 3.11** Provide support as required to the Financial Coordinator and Management Reporting Coordinator on a range of financial services activities and backfill the finance time when required.
- 3.12** Perform, as directed, other duties that are within the limits of the incumbents' skill, competence and training.
- 3.13** Assist in reviewing and continually improving Council's internal controls to
- 3.14** Enable efficient and effective processing and to mitigate risks.



#### **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 under supervision of the Management Reporting Coordinator.
- 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. Support is available from the Management Reporting Coordinator.

#### **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. The ability to prepare general ledger reconciliations and schedules for Council's accounts, provisions, and leases.
- 9.5. The ability to develop 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:**

---