

 <b>PORT STEPHENS</b> COUNCIL	<p style="text-align: right;"><b>Position Description</b></p> <p><b>Position Title:</b> Intermediate Accountant – Business Partnering    <b>Position No:</b> PSC1212</p> <p><b>Section:</b> Financial Services</p> <p><b>Salary Point:</b> 13</p>
<b>Position Objectives</b>	To provide a high level of professional service and advice to Council with respect to the internal business partnering functions of the Financial Reporting Unit. This includes assisting in the delivery, monitoring and reporting of the annual & quarterly budget and providing financial information and support to the business partnering team in pursuit of the Council's vision and objectives.
<b>Key Responsibilities</b>	<p>Effective provision of professional service including:</p> <ul style="list-style-type: none"> <li>• Assist with the preparation of annual planning &amp; budgeting process, forecasting and financial modelling</li> <li>• Assist the Team Leader in delivering business partner functions including act as the point of contact for employees to resolve or escalated budget or other business partner related queries</li> <li>• Assist in the preparation of grant applications, milestones and acquittals</li> <li>• Contribute to the timely and accurate preparation of Council's annual financial statements, in accordance with Australian and local government accounting standards.</li> <li>• Assist in the maintenance of Council's Business Intelligence System (BIS) and Work Order authority modules</li> <li>• Responsible for the creation and maintenance of work orders and general ledger accounts</li> <li>• Participate in organisational wide financial system improvement projects</li> <li>• Prepare monthly journals, and accruals</li> <li>• Assist in the timely preparation of month end financial reports for distribution</li> </ul>
<b>Key Accountabilities</b>	To provide professional support and co-ordination to enable streamlined business partner functions across Council. Work in collaboration with management teams, internal and external stakeholders, suppliers and customers to deliver project outcomes. Complete tasks requiring specialised technical/administrative skills that have elements of complexity including process, creation and documentation.
<b>Extent of Authority</b>	Decisions are generally made within guidance of the Coordinator of Financial Reporting and Team Leader Business Partnering
<b>Judgement &amp; Decision Making</b>	<ul style="list-style-type: none"> <li>• Assess, review and make autonomous decisions when required.</li> <li>• Develop and/or modify operational procedures and practices in response to change.</li> <li>• Exercise a high degree of judgment, initiative, sensitivity, ethics and confidentiality all times</li> <li>• Delivery of training and education may be require to be undertaken by this position</li> <li>• Position is challenged by changing customer requirements, statutory requirements, market needs or technological demands requiring interpretation of operating policies in order to determine an appropriate and efficient course of action.</li> <li>• Problem resolution occurs with existing organisational or professional knowledge and experience.</li> </ul>
<b>Qualifications and Experience</b>	<p><b>Organisational</b></p> <ul style="list-style-type: none"> <li>• Demonstrated commitment to a customer service culture and delivery of quality service.</li> <li>• Demonstrated commitment to learning and understanding Business Excellence.</li> <li>• Commitment to continuous improvement and a willingness to embrace change.</li> <li>• Conduct that demonstrates to others a commitment to Council's values of Respect, Integrity, Teamwork, Excellence and Safety.</li> <li>• Demonstrated ability to work unsupervised and to make autonomous decisions.</li> </ul>

	<b>Interpersonal</b> <ul style="list-style-type: none"> <li>• Demonstrated high level of interpersonal, written and oral communication skills.</li> <li>• Demonstrated ability to work both independently and part of a team to provide quality outcomes to a range of customers.</li> <li>• Demonstrated ability to multitask and operate in autonomous high volume work environment.</li> <li>• Demonstrated skills in negotiation and problem solving to enable effect liaison with people at all levels</li> <li>• Demonstrated ability to operate effectively in an environment requiring a high degree of initiative.</li> </ul> <b>Qualifications and Experience</b> <ul style="list-style-type: none"> <li>• Degree in an Commerce or Business with several years' practical experience in accounting</li> <li>• Complete or desire to complete CA or CPA qualification</li> <li>• Demonstrated high level of skill in Microsoft Excel and MS Query</li> <li>• Demonstrated financial analytical skills and their application to running of a multi-faceted business</li> <li>• Demonstrated ability to use a variety of reporting tools / methods to provide support for business activities</li> <li>• Experience with project management, database software and data analytics software such as Power BI is desirable</li> </ul>			
<b>Capabilities (Adept)</b>	<b>Capability Group</b>	<b>Capability</b>	<b>Capability Group</b>	<b>Capability</b>
	<b>Personal Attributes</b>	Manage Self	<b>Results</b>	Plan and Prioritise
		Displays Resilience and Adaptability		Think and Solve Problems
		Act with Integrity		Create and Innovate
		Demonstrate Accountability		Deliver Results
	<b>Relationships</b>	Communicate and Engage	<b>Resources</b>	Finance
		Community and Customer Focus		Assets and Tools
		Work Collaboratively		Technology and Information
		Influence and Negotiate		Procurement and Contracts
	<b>Workforce Leadership</b>	Manage and Develop People		
		Inspire Direction and Purpose		
		Optimise Workforce Contribution		
		Lead and Manage Change		

**POSITION DESCRIPTION APPROVED**

Employee \_\_\_\_\_ Date \_\_\_\_\_