



## Financial Accountant

**Section:** Financial Accountant

**Salary point:** 16

**Position number:** PSC143

**Last updated:** January 2025

## Position objectives

This position acts as a trusted advisor to provide guidance and partner with various internal and external stakeholders on financial matters.

## PSC values



**Respect:** Creating a unique, open and trusting environment

**Integrity:** Being honest and taking responsibility for our actions

**Teamwork:** Working together as one Council to support each other

**Excellence:** Improving the way we work, to meet future challenges

**Safety:** Providing a safety focused workplace culture

## Key responsibilities

- **Annual Financial Statements, Fees and Charges, and Statutory Returns** - Preparation of information for Council's financial statements in accordance with Australian Accounting Standards, Office of Local Government Code of Accounting Practice and Financial Reporting and other relevant statutory requirements
- **External Audit Relationship** - Participate in the external audit process during the course of the year. Assisting with the implement of audit recommendations, maintenance of internal controls and other improvements in financial practices and processes, including the development and/or revision of financial accounting policy and procedures manuals, and involvement in system and process improvements and user training
- **Data and System Integrity** – ongoing maintenance and procedural review of Councils corporate accounting system to ensure its integrity and flexibility to meet requirements
- **Fringe Benefits Tax (FBT), Business Activity Statement (BAS) and GST compliance** – Co-ordinate the completion and submission of Council's annual FBT return and monthly BAS as required, ensuring compliance with taxation legislation

- **Accounting Excellence, Advice and Direction** – provision of specialised technical accounting advice on financial matters and policies across the wider organisation combined with a commitment to staying informed with current and emerging accounting issues affecting the services provided by the Financial Services team to the organisation. Provide proactive accounting, business and financial management support services to Directors, Section Managers and Coordinators
- **Grants and contributions** – Assist with the grant administration function including reporting to management and the maintenance of systems and processes, to ensure appropriate administration of successful grant projects is undertaken including reporting, financial and acquittal procedures.

## Key accountabilities

- Provide specialist / technical services and to aid the completion of assignments or projects in consultation with other professional staff which has elements of complexity
- The role provides strategic advice that affects the overall direction of the Council

## Extent of authority

- Coordinates a number of key projects involving people and other resources requiring project control and monitoring skills
- Tasks are performed under the general direction of the coordinator and Finance Manager. Decisions are generally made within the scope of established procedures and guidelines
- Required to develop, implement and review policy and procedures

## Judgement and decision making

- The range of options can be imprecise and require an amount of inventiveness to depart from or adapt accepted practices and procedures
- 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
- A variety of objectives must be analysed before choices can be made
- Problem resolution occurs with existing organisational or professional knowledge and experience
- Provide independent and professional support and advice to effectively manage finance and accounting support for the organisation

## Skills, knowledge and capacity

### Organisational

- Demonstrated financial analytical skills and their application to running of a multi-faceted business
- Demonstrated ability to use a variety of reporting tools / methods to provide support for business activities
- Demonstrated sound understanding of local government legislation in areas pertaining to financial regulations

## Interpersonal

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## Qualifications and experience

- Sound understanding of working in an environment with a diverse workforce with complex financial goals and constraints
- Demonstrated high level of skill in Microsoft Excel, MS Query, Authority General Ledger and Project Costing modules
- Experience with project management, database software and data analytical software, such as Power BI

## Capability Framework level: Advanced

Personal attributes	Relationships	Results	Resources
<ul style="list-style-type: none"><li>• Manage self</li><li>• Displays resilience and adaptability</li><li>• Act with integrity</li><li>• Demonstrate accountability</li></ul>	<ul style="list-style-type: none"><li>• Communicate and engage</li><li>• Community and customer focus</li><li>• Work collaboratively</li><li>• Influence and negotiate</li></ul>	<ul style="list-style-type: none"><li>• Plan and prioritise</li><li>• Think and solve problems</li><li>• Create and innovate</li><li>• Deliver results</li></ul>	<ul style="list-style-type: none"><li>• Finance</li><li>• Assets and tools</li><li>• Technology and information</li><li>• Procurement and contracts</li></ul>

## Position description approval

Employee

Date