

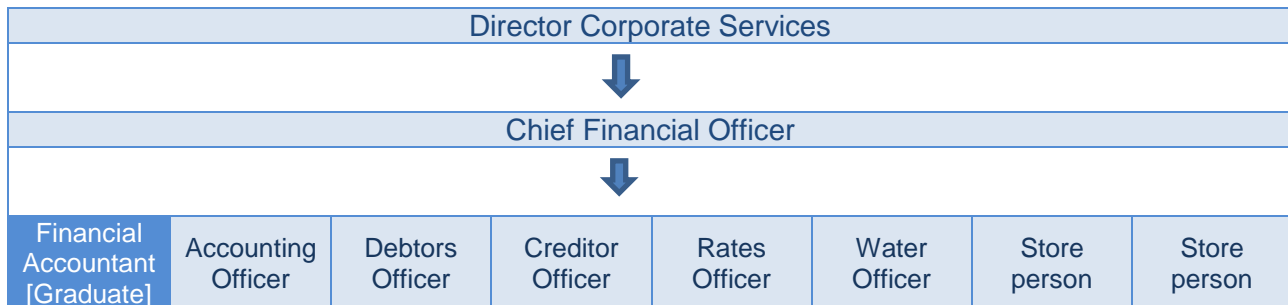
Position Description

Position Title	Financial Accountant [Graduate]
Position Code	CORP034
Department	Corporate Services
Division	Finance
Reports To	Chief Financial Officer
Direct Reports:	Nil
Position Classification	Professional Specialist Band 3, Level 1 and 2
Position Status	Full time
Allowances	Nil

SPECIAL CONDITIONS

A Bachelor qualification in Business (Accounting) or relevant degree is a compulsory requirement for this position. The position also requires the position holder to successfully commence/undertake either the CPA or CA program.

REPORTING STRUCTURE OF POSITION



PRIMARY PURPOSE OF THE POSITION

The aim of this position is to support the finance functions of Forbes Shire Council. These areas consist of the following: Financial Accounting; Management Accounting; Expenditure Accounting; Revenue Accounting (including Rates and Water) and Asset Accounting.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Financial Accounting</i>	<i>50%</i>
<i>Management Accounting</i>	<i>30%</i>
<i>Assets Accounting and asset management</i>	<i>10%</i>
<i>Revenue Accounting (Including rates and water billing)</i>	<i>5%</i>
<i>Expenditure Accounting</i>	<i>5%</i>

POSITION RESPONSIBILITIES

Financial Accounting

Responsible for:

- The preparation of FBT, GST, Diesel Rebates and other taxation related returns;
- Assisting the CFO in the production of Council's Annual Financial Accounts and associated returns;
- The maintenance of Council's Loan Register;
- Assisting the CFO in engagement with Council's auditors, as required, including the coordination of funding acquittals;
- Overseeing the regular stocktakes of Council's stores;
- The reconciliation of subsidiary ledgers and systems to Council's General Ledger.

Management Accounting

Assist the Chief Financial Officer with:

- The production of Council's Annual Budget, and the ongoing monitoring through the monthly/quarterly budget review process;
- The maintenance of Council's Chart of Accounts and ledger structure;
- The review and management of Council's Fees and Charges;
- The coordination and processing of Council's Section 356 Donations;
- The development of project costs, including the completion of Capital Expenditure Reviews;

Asset Accounting and Asset Management

Working alongside the Director Corporate Services, responsible for:

- Asset depreciation, addition, disposal and revaluation calculations;
- Capitalisation/commission of assets upon completion and confirmation of capitalised expenditure;
- Ensuring details of commissioned assets are correctly captured in Council's finance system;

Assist the CFO, DCS and Asset Engineer with:

- Providing financial information for Council's Asset Management Plans;
- Ensuring asset data in Council's FMIS is accurate and timely.

Revenue Accounting (including Rates and Water)

Assist the CFO in:

- Overseeing the processing and maintenance of Council's sundry debtors;
- Overseeing the coordination of the recovery of Council's sundry debtors including the implementation of debt recovery processes, as required;
- The reconciliation of Council's Sundry Debtors ledger to Council's General Ledger;
- Overseeing the processing and maintenance of Council's Water Billing System;
- Overseeing the coordination of water meter readings, and the subsequent levying of water notices;
- Overseeing the recovery of Council's Water notices including the implementation of debt recovery processes, as required;
- Supporting Council's Business Support Officers through providing technical support to customer enquiries relating to Water and Rates;

- Overseeing the management of Council's Rates and Property Systems;
- Overseeing the Management and updating of Council's Name and Address Register;
- Overseeing the processing of Council's Rates including supplementary levies, the review of rating categorisations, and the processing and confirmation of pensioner rate rebates;
- Overseeing the coordination of the recovery of Council's Rates including the implementation of debt recovery processes as required;
- The reconciliation of Council's Rates ledger to Council's General Ledger.

Expenditure Accounting

Responsible for:

- Overseeing the completion of the daily banking processes, including the daily bank reconciliation;
- Overseeing the processing of rejected or dishonoured payments;
- The processing of Agency downloads and payments;
- The keying of journal entries into Council's financial systems;
- Overseeing the coordination of Council's petty cash;
- Overseeing the reconciliation and processing of Council's Credit Card Statements;
- Overseeing the processing and maintenance of Council's Creditor, including the processing of Council's orders;
- Overseeing the completion of Bank Reconciliations and Investments Reporting to Council.

Organisation – Operations





- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
 - Wear protective clothing or equipment in the manner intended (if required);
 - Take reasonable care for the health and safety of all persons who are at their place of work;
 - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy;
 - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety;
 - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be effected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Assess and improve work practices and procedures on a continuous basis to achieve Council's goals;

- Comply with all Council’s policies and procedures and Code of Conduct;
- Complete other duties as directed by the nominated Supervisor;
- Undertake other relevant duties as directed which are consistent with the employee’s skill, competence and training.

KEY RELATIONSHIPS

Who	Why
Internal	
Chief Financial Officer	Supervisor – Direct Report
Director Corporate Services	Support, mentoring and guidance where required.
Corporate Services, Finance Team	Assistance and guidance where required.
Council Staff	Assistance and guidance where required.
External	
Government Departments	Statutory and legislative reporting.
Authorities – Including Council’s Auditors	Provide information and support as required.
Audit Committee	Provide reports and information as required.

POSITION CAPABILITIES

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Advanced
	Displays Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Works Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and prioritise	Adept
	Think and solve problems	Advanced
	Create and Innovate	Adept
	Deliver Results	Advanced
 Resources	Finance	Highly Advanced
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept

PERSON SPECIFICATION

Essential

- Bachelor qualifications in Business (Accounting) or relevant degree;
- Demonstrated understanding of key accounting concepts;
- Commitment to ongoing learning and the successful maintenance of CPD points ensuring industry relevance
- Class C (Standard) Drivers Licence.

Experience

- Demonstrated experience in Financial Management and control, Payroll and Tax Accounting (including FBT, GST and Payroll tax)
- Demonstrated high level written and oral communication skills;
- Demonstrated project management skills including the capacity to work to deadlines and set priorities;
- Demonstrated ability to work and contribute as part of a team.
- Demonstrated IT ability including high level proficiency in the MS suite of programs

Desirable

- Degree qualifications as a Certified Practising Accountant or Chartered Accountant
- Demonstrated Local Government experience

Authority and Accountability

- Worker level responsibilities in regards to WHS Legislation;
- Financial delegation as per Council's delegation register.

EQUIPMENT REQUIRED FOR THE POSITION

- Nil

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check	Yes / No
Does this position have a Financial Delegation	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification	Yes / No