

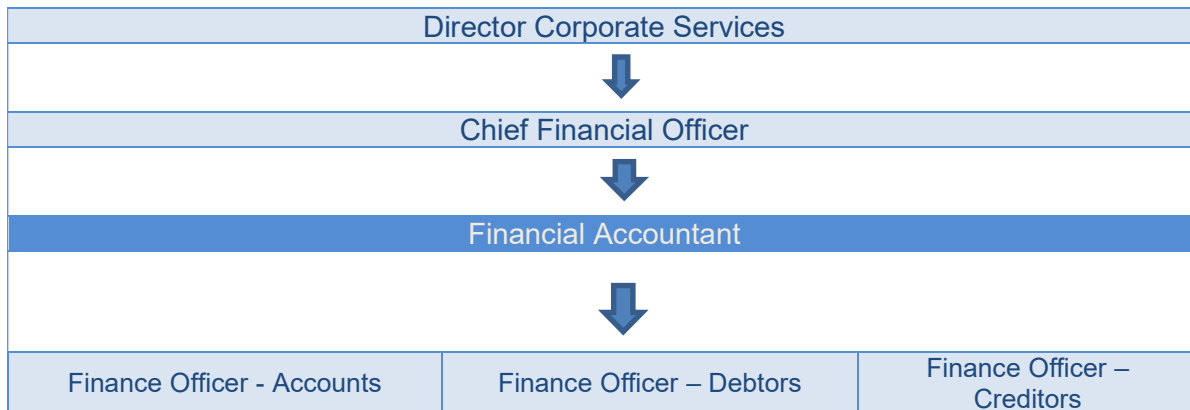
## Position Description

<b>Position Title</b>	<b>Financial Accountant</b>
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 professional accounting qualification or relevant degree is a compulsory requirement for this position. The position also requires the position holder to successfully hold / 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 and accounting functions of Forbes Shire Council. The table below needs to be redrafted similar to the Key Responsibilities

<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>

## **POSITION RESPONSIBILITIES**

### **Financial Accounting**

#### Key Responsibilities :

- Manage all aspects of Council's financial accounting and reporting processes
- Ensure Council's finances and accounts comply with the Local Government Act, Office of Local Government requirements and Australian Accounting Standards
- Ensure Council complies with the various tax laws and regulations
- Manage Council's various reporting obligations within the statutory timelines / deadlines
- Manage and implement internal controls to mitigate financial risks including segregation of duties and delegations
- Manage Council's cashflow to ensure that:
  - Council's cashflows are sustainable whilst
  - Council's creditors are paid
- Ensure appropriate systems and procedures are in place to ensure compliance with Council's financial and accounting policies
- Manage the controls and access to the financial and accounting ERP and software
- Manage investments and loans as per Council's policies
- Manage the financials aspects of the capital budgeting, acquisition and reporting processes
- Provide financial and / or accounting guidance / support and / or advice to key stakeholders
- Liaise with and manage the external and internal audit processes
- Manage and mentor the Finance Team

### **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