



BOROUGH OF QUEENSLIFFE

POSITION DESCRIPTION

1. POSITION TITLE

Financial Accountant

2. CLASSIFICATION

Band 6 of the Borough of Queenscliffe Enterprise Bargaining Agreement

Permanent, part time – 4 days per week (30.4 hours per week)

APPROVED BY: Martin Gill
Chief Executive Officer

DATE APPROVED: 15 September 2023

3. POSITION OBJECTIVES

- To assist the Financial Services Coordinator in the provision of management and financial accounting services to the organisation
- Lead responsibility in managing investments of available funds in line with Council policies
- In a backup/support capacity, responsibility for managing property and rating functions of Council
- To provide other support to the financial services team, as appropriate to the banding level applied

4. KEY RESPONSIBILITY AREAS

4.1 General Ledger

- Maintain the general ledger to ensure that it accurately reflects the financial performance and financial position of the Council.
- Balance subsidiary ledgers such as rates, and infringements with the general ledger and complete the related monthly/quarterly reconciliations for each, as required.
- Assist the Financial Services Coordinator with quarterly reports to Council on outstanding rates debtor balances and follow up outstanding debtors with the Rates Coordinator to ensure that appropriate action is being taken.
- Complete regular Balance Sheet reconciliations (including subsidiary ledgers) to enable accurate management reporting (sundry debtors, rates debtors, infringements, GST/PAYG etc.)

4.2 Financial Returns and Acquittals (including BAS)

- Assist the financial services and other staff with the completion of grant acquittals and other financial and statistical returns and acquittals.

- Process, report on and arrange payments for Goods and Services Tax (GST).
- Prepare the annual Fringe Benefits Tax return for review by the Manager Finance and Corporate Services.
- To complete the Taxable Payments Annual Report and submit to the ATO.

4.3 Banking

- Maintain a data base of authorised signatories with Council's banking institutions.
- Timely update of bank signatories, every time there are changes in the organisation.
- Act as the main point of contact for banking related matters.

4.4 External Audit

- Coordinating external audit reviews with the external audit service provider appointed by the Victorian Auditor-General's Office.

4.5 Fixed Assets

- In a backup/support capacity, ensure that Council's fixed asset register is maintained accurately, reflecting asset procurement and disposal of fixed assets, as required.

4.6 Rates (backup/support role)

- In a backup/support capacity, process rate revenue received and other adjustments as necessary, in order to ensure timely and accurate rates debtor balances, as required.
- In a backup/support capacity, assist the Rates officer with monthly reconciliation of the rates debtor and other associated Balance Sheet accounts (e.g. Fire Services Property Levy).
- In a backup/support capacity, assist the Manager Finance and Corporate Services with extraction of data from the rates database for inclusion in various Council reports, including use of such data to inform the annual budget setting process, reporting on the status of rates debtors in quarterly reports to Council and completing the biennial rates revaluation.

4.7 Investment

- Manage Council's investments (term deposits).
- Reinvest Council's term deposits in a timely manner to ensure optimum return.

4.8 Year-end

- Finalise accrual and prepayment journals.
- Finalise year-end leave provisions.
- Assist with year-end audit queries.

4.9 Payroll & Accounts Payable/ Receivable

- In a backup/support capacity, process payroll in accordance with Enterprise Bargaining Agreement entitlements and conditions, ensuring accurate costings of timesheets.
- In a backup/support capacity, process Accounts Payable.
- In a backup/support capacity, complete end of month debtors' statements & raise process debtors invoices when required.

4.10 Fleet Management

- Manage Council's fleet of vehicles.

4.11 Pozi System, Administrator

- Lead responsibility for Pozi System maintenance including profiles, users, security categories.
- Ensure data base is timely updated and provide users' support.

4.12 Risk Management and Occupational Health and Safety

- Comply with Council's risk management and occupational health and safety policies and practices.
- Perform duties in a manner which is without an unacceptable level of risk to their own health and safety, other employees, Council's customers or the community in general, in accordance with policies, training and instruction given.
- Report to your supervisor and/or a Manager any risk exposure, loss or damage. Risks arising in the workplace may relate to personnel/OHS, plant and property, financial/liability, business interruption or reputation.
- Report to your supervisor and/or a Manager any illness, injury, hazard, near miss or incidents and losses as soon as they are detected.
- Participate in programs to improve risk management including health and safety within the workplace.

4.13 Common Responsibilities

- Ensure that records management policy, procedures and guidelines are fully complied with.
- Participate in organisational development including training, performance appraisals and meetings as required.

4.14 Other

- Perform other duties and responsibilities that are reasonably expected within the scope of this position.
- Fraud and corruption control is a primary accountability.

5. ORGANISATIONAL RELATIONSHIPS

Reports to:	Financial Services Coordinator
Supervises:	No direct reports (functional supervision of bank reconciliation, accounts receivable and accounts payable processes).
Internal Liaisons:	Management Team Coordinators Other Council Staff
External Liaisons:	Banks Rate Payers Contractors Internal and External Auditors

Local, Regional and State government agencies
Other municipalities and professional networks

6. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Responsible for integrity and maintenance of the general ledger and appropriate subsidiary ledgers.
- Responsible for completing Balance Sheet reconciliations in a timely manner
- Contribute to the effective and efficient operation of the accounting, payroll, accounts payable and accounts receivable functions that support information provided by the financial services team to Council
- Freedom to act is in accordance with the policies and procedures of Council.
- Accountable for the confidentiality of all documents within the control of the position.

7. JUDGEMENT AND DECISION MAKING

- The nature of the work is well defined in its processes, methods and procedures and guidance and advice is usually available. However, as guidance and advice is not always available, the incumbent may be required to exercise judgement in selection of the most appropriate process or procedure.
- The incumbent is expected to make recommendations to the Financial Services Coordinator on service issues, system and policy improvements. This requires high level problem solving skills to solve complex accounting issues and provide input to the development of policies, standard operating procedures and processes.
- Initiative and innovation is required in approaches to all aspects of the position.

8. SPECIALIST SKILLS & KNOWLEDGE

- Well-developed skills in the use of a variety of computerised systems.
- Advanced application of MS Excel.
- Advanced knowledge of finance software and its application in a corporate environment.
- Ability to maintain operational accounting systems in accordance with policies of Council and relevant legislation.
- Understanding of and ability to apply Australian Accounting Standards.
- Well-developed account reconciliation skills, with a high level of attention to detail.
- Experience in payroll and superannuation, accounts payable and accounts receivable functions and ability to improve systems and internal control processes.
- Ability to analyse budget forecasts.
- Ability to identify and design useful analytical reports for decision making.
- Ability to identify and recommend improvements to policies, procedures, systems and processes relevant to the position.

9. MANAGEMENT SKILLS

- Ability to manage time, set priorities, plan and organise own work to achieve set objectives within available resources despite conflicting pressures.
- Ability to adapt to a busy working environment.

- Ability to use initiative in all aspects of the position.

10. INTERPERSONAL SKILLS

- Ability to provide excellent customer service.
- Ability to work cooperatively and productively to assist all program area staff and achieve successful outcomes that meet organisation objectives.
- Well-developed ability to communicate verbally and in writing with the confidence to relate information and reach resolution with internal staff and counterparts in other organisations.
- Ability to discuss and relate operational and other day-to-day accounting issues to others within the experience and knowledge of the incumbent.
- Ability to maintain confidentiality and discretion in use of information.

11. QUALIFICATIONS AND EXPERIENCE

Mandatory:

- Tertiary qualifications (diploma/degree) in a finance related field and/or working towards completion of an accounting qualification and/or at least five years of experience in a finance related role.
- Demonstrated experience in analysing reports/documents and summarising relevant issues.
- Demonstrated experience in payroll, accounts payable and accounts receivable functions.
- Current Police Check.

Desirable:

- CPA/ICAA membership (or working towards completion of CPA Program)
- Local government experience in a finance related role.
- Experience in the interpretation of industrial awards/enterprise agreements and related legislation.

12. KEY SELECTION CRITERIA

- Tertiary qualifications (diploma/degree) in a finance related field and/or working towards completion of an accounting qualification and/or at least five years of experience in a finance related role.
- Demonstrated experience in payroll, accounts payable and accounts receivable functions
- Demonstrated understanding and ability to apply GST, FBT and other taxation legislation.
- Demonstrated experience in analysing reports/documents and summarising relevant issues.
- Advanced knowledge of finance software and its application in a corporate environment.

Child Safe Standards

Inspired by the Borough of Queenscliffe's Latin motto, *Statio Tutissima Nautis*, that translates as 'the safest anchorage for seafarers', Council is committed to creating a safe and friendly working environment where people are respected, valued and encouraged to do their best and where our customers and young people are also respected, valued and made to feel safe. Council is also committed to ensuring its legislative obligations, in particular the *Working with Children Act 2005* are met and understood.

In line with Council policy and procedures, all positions within Council are required to have a current employee Working with Children Check (WWCC). All prospective employees cannot commence work at the Borough until they have a valid employee WWCC that references the Borough of Queenscliffe as their employer. All prospective employees will be required to undertake a criminal history check (police check) before commencing employment with the Borough of Queenscliffe. Both of these checks are to be organised by the potential employee and will be reimbursed by the Borough of Queenscliffe.

Equal Opportunity Statement

Council's Policy on Equal Employment Opportunity reflects our desire to enjoy and promote a workplace free of discrimination where each person has the opportunity to progress to the extent of their ability.

The key policy principles are:

1. The Council of the Borough of Queenscliffe is wholly committed to the principles of Equal Employment Opportunity.
2. The Borough of Queenscliffe will ensure fair, equitable and non-discriminatory consideration is given to all job applicants regardless of age; disability; sex; sexual orientation; race; employment activity; gender identity; lawful sexual activity; marital status; industrial activity; political belief or activity; physical features; breastfeeding; pregnancy; parental status or status as a carer; religious belief or activity; and personal association with a person who is identified by reference to any of these attributes.
3. Selection of an individual for employment, promotion or advancement, training and staff development will be on the basis of the person's merit in fair and open competition according to the skills, qualifications, knowledge and efficiency relevant to the position involved.

Approved:



Martin Gill
Chief Executive Officer

Date: 15 September 2023