

## Job Description



Name: \_\_\_\_\_  
Position Title: Financial Accountant  
Department: Corporate Services  
Reports to: Group Manager Corporate Services  
Supervises: N/A  
Status: Full-time  
Classification: Level 4

### Position Objectives

- To assist council to comply with its obligations under the strict regulatory regime in which it operates

### Position Details

- Perform a range of financially-focused transactional and reporting activities
- Support other staff within the Finance team
- Support the Group Manager Corporate Services
- Perform and manage ad-hoc projects as required
- Bank reconciliations
- Session updates in internal systems
- Assist with mentoring of Cadet and other Finance employees
- Balance sheet reconciliations
- Management reports for the Senior Management Team and Audit Committee
- Review Budget v Actuals and assist in preparation of quarterly budget reviews
- BAS Returns and Journals
- ABS quarterly reports
- Depreciation Journals
- Overheads Journals
- FBT return
- Assist with development of the Annual Budget and Annual Business Plan, including capital projects timeline
- Audit preparation including internal control reporting
- EOY processes
- Annual reporting – Compilation of Annual Report, Statutory Accounts and Grants

Commission Return

- Ad-hoc projects as required

## **Personal Criteria**

### **Skills**

- Excellent communication and organisational skills
- Ability to work independently and as a member of a team
- ICT skills – Windows environment. Microsoft Office suite – particularly Excel, Word and Outlook
- Time management – ability to work under pressure and meet deadlines with strong attention to detail
- Demonstrated analytical thinking and problem solving skills with a systematic approach to work
- Strong numeric skills
- People skills
- Ability to perform GL reconciliations

### **Knowledge**

- A solid foundation of accounting theory essential
- Australian accounting standards

### **Experience and/or Qualification**

- Formal qualifications to degree level in Accounting (minimum). CA, CPA, IPA memberships viewed favourably.

### **WHS and Risk**

Employees are required to:

- Comply and be familiar with work, health and safety (WH&S) legislation, Council policies and procedures and applicable standards
- Take responsible care of own health and safety and that of others abiding by their duty of care responsibility within the legislation
- Be aware of relevant training courses available and be able to attend those that are job specific
- Attend and complete WH&S induction
- Support Council in the development and maintenance of a culture that encourages and promotes a safe and healthy working environment
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures
- Report any injury, hazard or illness immediately to their supervisor

- Wear and use PPE provided as per instructions when required
- Not wilfully or recklessly interfere with safety equipment
- Conduct and/or participate in workplace inspections as applicable
- Manage and maintain accuracy of contractor documents for their respective departments
- Attend risk and hazard management training as required
- Demonstrate a good understanding of hazards and risks that are applicable to their departments or contractors.
- Have a general awareness regarding recognition of hazards

### **Special Conditions**

- Must be willing to obtain a National Police Check

### **Confidentiality**

Security and confidentiality is a matter of concern for all persons who have access to information systems. Each person accessing the Municipal Council of Roxby Downs documents and resources holds a position of trust relative to this information and must recognise the responsibilities entrusted in preserving the security and confidentiality of this information. Therefore, all persons who are authorised to create or access documents and resources must read and comply with the following standard:

- Respect the privacy and rules governing the use of any information accessible through the information management system or network, and only utilise information necessary for the performance of work duties
- Respect the procedures established to manage the use of the information management and systems
- Do not seek personal benefit or permit others to benefit personally by any confidential information or use of equipment available in accordance with the Code of Conduct for Council Employees
- Do not access, exhibit or divulge the contents of any records or reports except to fulfil work duties
- Do not knowingly include or cause to be included, or exclude or cause to be excluded, inaccurate or misleading entry in any records or report
- Ensure that documents and resources accessed through the information management system containing sensitive and/or confidential employee information will only be disclosed to those authorised to receive it
- Understand that all access to systems will be audited regularly

Persons breaching this standard either during or after serving as an employee of the Municipal Council of Roxby Downs may be subject to penalties, including disciplinary action and dismissal.

**Accountability**

The incumbent at all times shall reasonably communicate courteously and sensitively with fellow workers, members of the Administrator, contractors, visitors and the general public.

The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with Roxby Downs Council's Records Management Policy, other related policies and the State Records Act 1997.

Personnel who undertake duties for higher level positions are accountable for ensuring that in accepting the back-up position, the WHS & legislative requirements relevant to that role are referred to identify all responsibilities that will be required to be undertaken while in the back-up position, to provide ongoing compliance with the WHS Management System.

Personnel with responsibilities influenced by legislation are accountable for identifying and responding to legislative change that includes Act, Regulations, Australian Standards, Code of Practice, Guidelines and Agreements relevant to their position or profession and taking appropriate action to ensure compliance.

**Acknowledgement**

Job Description authorised by: ..... Signature: ..... \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Position)

Job Description agreed by: ..... Signature: ..... \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Name)

Date Position Description last reviewed \_\_\_\_ / \_\_\_\_ / \_\_\_\_