

POSITION DESCRIPTION

ACCOUNTING ASSISTANT

Position Details

Department:	Corporate Services
Unit:	Finance
Classification:	Band 5
Date Reviewed:	September 2024
Award:	This position is subject to the Glenelg Shire Council's Enterprise Agreement

Values & Behaviours

Glenelg Shire Council is a values-based organisation that aims to attract, develop and retain people with ability, passion and potential within a culture of continuous learning and high performance.

Respect

Innovation

Integrity

Teamwork

Service
Excellence

Equal Employment Opportunity and Human Rights Principles

Glenelg Shire Council is an equal opportunity employer who embraces diversity through our organisation and community. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. Glenelg Shire Council is committed to the Human Rights principles and responsibilities of freedom, respect, equality and dignity.

Child Safe Standards Commitment

Glenelg Shire Council is committed to the safety, participation and empowerment of all children. Reducing and removing the risk of child abuse will be at the centre of our decision-making concerning children in our organisation.

Council has zero tolerance for child abuse and all allegations and safety concerns will be treated seriously and acted upon. Council will actively listen to children, ensuring their voices are heard and considered in decisions that affect their lives. This approach is reflected in Council's Community Engagement Framework and Youth Charter.

Position Objectives

- To deliver efficient and effective financial and administrative support in the timely completion of accounting tasks and reports within the Finance unit. This role includes collaborating across the organisation to offer a customer focused finance services, fostering innovative solutions and improving practices.

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Key Responsibilities & Performance Standards

The key responsibilities and performance standards may be modified from time to time to ensure that the desired outcomes are in accordance with the Annual Plans which seek to achieve Council's stated goals as identified in its Council Plan. Without limiting the above, the key responsibilities and the performance standards of the Officer will include:

- Deliver efficient and accurate financial assistance in the preparation of Financial Documents and Reports to meet Council's reporting requirements.
- Ensure the integrity of financial data through compliance with policies and procedures to ensure robust accounting and internal controls are maintained.
- Assist with accounting tasks such as reconciliations, journals, workpapers and other accounting tasks.
- Assist with the administration of Financial System and other system implementations and process improvements.
- Assist with the timely and accurate responses to queries from Council's Internal and External Auditors.
- Review and contribute to the continuous improvement of Council Policies, Procedures, Manuals etc.
- Assist with the creation & coordination of finance inductions and other Finance training and development for Council Officers as needed.
- Participate in relief and recovery activities as reasonably required within the municipality during and after an emergency event.

The Manager may direct the Officer to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skill base.

The position will require the achievement of performance standards and indicators determined on an annual basis and subject to ongoing review.

Confidentiality

The Officer must not, whether during or after the Officer's employment with Council, make any improper disclosure or use of:

- Any information or trade secrets of the Council;
- The position of the Council or of any Councillor or Council Officer on any confidential matter; or
- Any other information whatsoever, the disclosure of which may be detrimental to the interests of the Council or of any other person who has provided it to the Council on a confidential basis, unless the Officer is required to disclose the information by law. The Officer must use the Officer's best endeavours to prevent the improper publication or disclosure or use of any such information by anyone else.

Organisational Relationships

Reports to: Senior Accountant

Supervises: Nil

Accountability & Extent of Authority

- Accountable to the Manager for meeting established performance objectives.
- This position is responsible for performing the duties listed under key responsibilities and performance standards, and for making routine decisions for the efficient and effective performance of such duties in accordance with guidelines established by the Manager.

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Accountability & Extent of Authority Continued

- Issues involving changes to policies, procedures, guidelines or financial arrangements are to be referred to the Manager.
- The extent of authority for this position is in accordance with Council and Unit policies and delegations.

Judgement & Decision Making

- Ability to provide advice to customers in accordance with set procedures, methods and professional expertise.
- Provide written and verbal advice to customers where required.
- Guidance and advice will usually be available within time to make a choice
- Ability to judge the relative importance/urgency of requests and tasks to Council; and
- Ability to assess Finance Unit processes and identify improvements and/or new methods and techniques for these processes.
- Ability to provide advice to customers and make commitments on behalf of Council.
- Ability to determine the best route to ensure the resolution of an enquiry.

Management Skills

- Ability to maintain professionalism, integrity and confidentiality.
- Skills in managing time, setting priorities, planning and organising work to achieve objectives within a set timetable.
- Ability to achieve set objectives within available resources and timeframes.

Skills & Knowledge Required

- Knowledge of the relevant provisions of the Local Government Act and other relevant legislation or an ability and willingness to acquire the knowledge.
- Strong communication and listening skills.
- A methodical, systems approach to work.
- Ability to work without direct supervision and accommodate peak workloads An understanding of personnel practices including Equal Employment Opportunity and Occupational Health & Safety requirements relevant to the position.
- Ability to exercise initiative, to be innovative, creative and flexible and the desire to adapt to change.
- Ability to train and develop others.
- Sound investigative, analytical and numeracy skills and the ability to interpret information, and to apply theory in practice.
- Ability to accommodate peak workloads.

Interpersonal Skills

- Ability to deal discreetly and tactfully with confidential and sensitive matters.
- Advanced skills in effective oral and written communication, including the ability to write reports, prepare internal and external correspondence and discuss and resolve issues.
- Ability to work harmoniously within a team environment and promote a team approach.
- Ability to gain co-operation and assistance from all levels of Council staff and a broad cross-section of individuals and groups in the community.
- Strong customer service approach.

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Qualifications & Experience

- Completion, or working towards a Tertiary qualification in Commerce or Business, or relevant practical experience in accounting or related field.
- Understanding of financial accounting best practices and principles.
- A current driver's license is essential for this position.
- Valid Working with Children Check card (Employee).

Employee Risk Management Responsibilities (including OH&S)

The following items are the duties of each employee:

- To take reasonable care for their own safety and the safety of others affected by their acts or omissions;
- To co-operate with their employer in relation to any action taken to comply with the OH&S Act;
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of health and safety;
- Not wilfully place at risk the health and safety of any person at the workplace;
- Report all safety hazards and risk exposures, including losses to their supervisor;
- Maintain physical security of all property, equipment and buildings within your jurisdiction and control;
- All staff are required to actively reduce Council's exposure to losses related to security, public liability and professional indemnity, fraud and corruption and reporting areas of concern.

Key Selection Criteria

- Completion, or working towards a Tertiary qualification in Commerce or Business, or relevant practical experience in accounting or related field.
- Understanding of financial accounting best practices and principles.
- Strong administrative and organisational skills, including working to deadlines and multi-tasking.
- Strong digital proficiency, including Microsoft Office suite and proficiency in excel.
- Developed communication and interpersonal skills with demonstrated ability to provide
- Strong customer service.
- Ability to deal discreetly and tactfully with confidential and sensitive matters.
- Ability to work harmoniously within a team environment and promote a team approach.
- Ongoing satisfactory Police Check.
- Valid Working with Children Check card (Employee).

Signatures

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Employee's Name

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Employee's Signature

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Date

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Manager's Signature

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Date