

POSITION DESCRIPTION

SENIOR ACCOUNTANT

Position Details

Department:	Corporate Services
Unit:	Finance
Classification:	Band 6
Date Reviewed:	July 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 provide efficient and effective financial and administrative support as required in the Finance Unit and work collaboratively with all areas of the organisation to provide a customer focused finance service that delivers innovative solutions and improved practices.

POSITION DESCRIPTION

SENIOR ACCOUNTANT

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:

- Respond promptly and accurately to queries from internal and external customers.
- Prepare financial documents including Business Activity Statements and Finance Reports as required.
- Prepare various journals for month end.
- Assist in the administration of all Finance modules.
- Assist in budget input and process budget deviations & transfers.
- Prepare various monthly general ledger reconciliations, including Grants and acquittals.
- Prepare the annual fringe benefits tax return or liaise with consultant if outsourced.
- Prepare the annual fees and charges document.
- Assist with queries from the internal and external auditors.
- Responsible for the on-going maintenance of the structure and integrity of the General Ledger to reflect organisational and associated reporting requirements.
- Assist with the finance related training needs and development of direct staff and all Glenelg Shire staff as required including provision of Finance induction and other training for employees.
- Support the Finance department with various projects as requested.
- Obtain, maintain and contribute to the continuous improvement of Council's Finance policies, procedures, software and systems (including review, development and implementation of new systems, software and accounting standards/processes);
- Assist with systems implementations and process improvements.
- Assist with the Local Government Performance Reporting Framework regarding financials in collaboration with the Corporate Planning Officer.
- 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.

POSITION DESCRIPTION

SENIOR ACCOUNTANT

Organisational Relationships

Reports to: Finance Coordinator / Chief Finance Officer

Supervises: Nil

Accountability & Extent of Authority

- Accountable to the Finance Coordinator/ Chief Finance Officer for meeting established performance objectives.
- Accountable for ensuring that all work is carried out to a high standard and within the required deadlines.
- Make a positive contribution to the operation and success of the Unit including process improvement and a commitment to continuous improvement.
- This position is responsible for performing the duties listed under key responsibilities and performance standards and for making decisions for the efficient and effective performance of such duties in accordance with stated Council policies and guidelines established by the Manager.
- The extent of authority for the position is in accordance with the specific Council guidelines, policies, procedures, and delegations relevant to the position.
- Interact with key stakeholders and provide feedback to ensure the highest level of service excellence is maintained.
- Freedom to act is set by policies and guidelines, clear objectives and/or budgets, legislation and accounting practices with frequent consultation and reporting.

Judgement & Decision Making

- Ability to provide specialist technical advice to customers in accordance with set procedures, methods and knowledge acquired through relevant experience.
- Ability to problem solve utilising the application of techniques to new situations.
- Provide written and verbal advice to customers where required, with guidance or advice usually available.
- Ability to determine the correct workflow and importance/urgency for circulation of communication and resolution of enquiries.
- Ability to assess Finance Unit processes and develop improved and/or new methods and techniques for these processes.

Management Skills

- Efficient and effective planning and use of time to work to achieve specific tasks and objectives within required timelines and guidelines.
- Ability to provide effective supervision of other staff with the ability to implement staffing practices including occupational health and safety, training and development and equal employment opportunity.
- Ability to maintain professionalism, integrity and confidentiality.
- Ability to provide on-the-job guidance, advice and training on routine technical, procedural or administrative matters.
- Ability to exercise initiative.

POSITION DESCRIPTION SENIOR ACCOUNTANT

Skills & Knowledge Required

- Excellent communication and listening skills.
- A methodical, systems approach to work.
- Ability to work without direct supervision and make decisions with guidance and advice usually available in time to make a choice.
- Ability to remain pleasant and courteous at all times even when dealing with difficult customers.
- Very good investigative, analytical and numeracy skills and the ability to interpret information, and to apply theory in practice.
- Proficient in software used within Council, including ECM and Microsoft Office software including Word, Excel (including graphs), Outlook, Power Point etc.
- Ability to accommodate peak workloads.

Interpersonal Skills

- Ability to gain cooperation and assistance and liaise with clients all levels of Council staff, a broad cross section of individuals and groups in the community and key stakeholders in the administration of defined activities and in the supervision of other employees.
- Ability to deal discretely and tactfully with confidential and sensitive matters.
- Ability to discuss specialist matters with other staff and stakeholders.
- Advanced skills in oral and written communications, including the ability to prepare written correspondence and reports, and to discuss and resolve issues.
- Ability to work harmoniously within a team environment and promote a team approach.

Qualifications & Experience

- Completion of a tertiary qualification in Finance, Commerce or Business is essential.
- CPA or Chartered Accountant certification is desirable.
- Some relevant practical experience in an accounting or Local Government working environment.
- A current driver's licence is essential for this position.

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.

POSITION DESCRIPTION

SENIOR ACCOUNTANT

Key Selection Criteria

- Completion of a tertiary qualification in Commerce or Business is essential with some relevant experience.
- CPA or Chartered Accountant Certification is desirable.
- High-level proficiency in the use of the Microsoft suite of software applications, especially Excel, is essential.
- Excellent time management skills.
- Highly developed communication and interpersonal skills with demonstrated ability to provide exceptional customer service.
- Ability to work harmoniously within a team environment and promote a team approach.
- Ability to interpret information (both written and numerical) and provide a contemporary approach.
- Ability to produce high quality financial documents including month end reporting.
- Demonstrated ability to lead and supervise staff would be highly desirable.
- Ongoing satisfactory Police Check.
- Valid Working with Children Check card (Employee).

Signatures

.....
Employee's Name

.....
Employee's Signature

.....
Date

.....
Manager's Signature

.....
Date