

## Position Description

<b>Position Title:</b>	<b>Assistant Accountant</b>
<b>Business Unit:</b>	Financial Services
<b>Department:</b>	Financial Services
<b>Directorate:</b>	Corporate Services
<b>Classification:</b>	Band 6
<b>Date:</b>	September 2021
<b>Reports to:</b>	Coordinator Financial Accounting
<b>Supervises:</b>	Nil
<b>Internal Liaison:</b>	Whole organisation
<b>External Liaison:</b>	Internal and external audit staff. Government departments and agencies. Financial institutions.

### 1. Position Objective

The primary objectives of the position are to:

- To ensure accurate recording of financial transactions, particularly in relation to banking and investment transactions.
- To reconcile and maintain Council's general ledger.
- To provide timely, accurate and meaningful information and reporting to council's stakeholders.

### 2. Key Responsibility Areas / Position Specific Responsibilities

Main areas of responsibilities will include but is not limited to:

#### Treasury Management

- Responsible for the reconciliation of Council's bank account including the processing of:
  - Direct credit and debit transactions.
  - Dishonoured payments and charge backs in Property and Rating.
  - Contra receipts not performed by Customer Service.
  - Other bank reconciliation receipting and adjusting journals.
  - Download of electronic files for creditors bank account transactions and receipting and reconcile to the financial system.
- Ensure that guidelines and policies around cash processes are adequate and effective, and that such policies prevent significant errors in cash balance calculation.
- Manage controls and processes regarding petty cash floats and petty cash transactions. Develop and implement 'best practice' cash handling procedures
- Support administrator for Council's banking system CommBiz.
- Assist in management of daily cash flows to ensure that adequate funds are available at all times to meet the short-term requirements of creditors and salary payments.
- Submit investment proposals to Coordinator Financial Accounting to achieve best returns available to Council in compliance with Council's Investment Policy.
- Coordinate the preparation and compilation of Council's general unclaimed monies schedule and ensure compliance with the Unclaimed Monies Act.

#### Financial Reporting and Accounting

- Assist in the preparation of annual Financial Statements in accordance with Accounting Standards and Local Government legislation and within statutory deadlines.
- Ensure allocated general ledger balance sheet accounts are reconciled on a monthly basis within agreed timeframes.
- Generate the necessary monthly reports from subsidiary systems to perform allocated monthly reconciliations.
- Generate specified month end journals by the internal cut off deadlines.

- Preparation of ad-hoc financial reports relating to the Financial Accounting section and as required by management.
- Undertake when required (during periods of leave) the duties and responsibilities of the peer Assistant Financial Accountant position.
- Provide all necessary assistance to Council's internal and external Auditors to facilitate an efficient audit in accordance with agreed timeframes and scope of the audit.
- Undertake acquittals of grants as directed by the Coordinator Financial Accounting.

#### Accounts Payable

- Perform required checks on electronic funds transfer payments, cheque payments, Family Day Care payments, sundry creditor refunds prior to submitting for payment processing approval.
- Check and approve new vendor set ups via the online approval workflow.
- Review Computron Purchase Order GST checking report to ensure the correct GST treatment is accounted for prior to the payment being processed.

#### Accounts Receivable

- Undertake when required (during periods of leave) Accounts Receivable responsibilities, support, set up of new debtors and follow up of outstanding amounts.

#### Policies and Procedures

- Provide ongoing training and support to staff on financial and reporting systems, understanding the chart of accounts and guidance with account coding.
- Ensure financial system procedures are documented and kept up to date.

### **3. Overall Position Accountability and Authorities**

The position is held directly responsible for:

- The main function of this position is the management of financial resource records, governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives, including the provision of specialist advice to and regulating internal clients drawing upon the knowledge and skills of other team members in order to deliver department priorities as required. These include:
  - Bank reconciliation and treasury management.
  - General ledger maintenance, journals and reconciliations.
  - Exercising appropriate judgement in the application of financial policies, procedures and systems.
- The effect of decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.
- The impact of advice given may have a substantial impact on individual clients or classes of clients. The freedom to act in this regard is subject to corporate regulations and policies and a regular supervision reporting mechanism to the Coordinator Financial Accounting.
- This position provides direct support and assistance to the Coordinator Financial Accounting as required. The freedom to act in this way is not limited simply by standards and procedures, and the quality of decisions and actions taken will often have an impact upon the performance of the Coordinator Financial Accounting.
- This position also acts as back up to the peer Assistant Accountant and the Accounts Receivable Officer positions as required (during periods of leave). The freedom to act is subject to regulations and policies and regular supervision. The effect of decisions and actions taken on individual clients in this regard may be significant, but it is usually subject to appeal or review by the Coordinator Financial Accounting.
- This position also provides formal input into policy/process development within the area of expertise and/or management, including reviewing current Financial Services processes and recommending improvements to encourage efficient and effective work practices and outputs.

### **4. Judgement and Decision-Making Skills**

Judgement and decision making will be within the following scope:

- The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience. Problem solving may involve the application of these techniques to new situations.

#### Independently:

- Professional and respectful communication with clients/stakeholders.
- Use of professional judgement, problem solving and analytical skills in reaching decisions, providing advice and proposing recommendations on day-to-day matters.
- All decisions made and actions taken within Financial Services policies and protocols.

#### With Input from the Coordinator Financial Accounting:

- Policy and procedure interpretation and identifying the need for policy development.
- Evaluating and implementing routine improvements to financial accounting administration and reporting procedures.

#### Recommends and Identifies to the Coordinator Financial Accounting:

- Proposing solutions, improvements or recommendations to Coordinator/Manager to address systemic issues or problems.
- Providing input in the development of the departmental business plan.

#### Guidance:

- Guidance and advice are usually available from the Coordinator Financial Accounting / Manager Financial Services.

### **5. Specialist Skills and Knowledge**

The essential position requirements include:

- Proficiency in the application of theoretical Accounting disciplines, including the underlying principles as distinct from the practices, including:
  - Understanding of accounting concepts and requirements with high level of attention to detail and accuracy, including the use of checks/balances.
  - Ability to reconcile data from different systems, identify reconciling items and initiate action to resolve reconciling items.
  - Achievement of statutory and agreed deadlines for preparation and presentation of information or reports on Council's financial affairs.
- Ability to work independently as well as contributing to business unit goals as a member of a cohesive and efficient team.
- An understanding of the long-term goals of the Financial Services unit and of the relevant policies of both the unit and the wider organisation.

### **6. Management and Interpersonal skills**

The essential position requirements include:

- Ability to manage time, set priorities, plan and organise one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Ability to coach and gain cooperation and assistance from a wide range of stakeholders across the organisation in the administration of defined activities and in the supervision of other employees in regard to financial issues, interpretation of financial reports and budget processes.
- Ability to work as a member of a small cooperative team, leading and motivating peers in a project environment, whilst still delivering on personal and team objectives and requires an understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employee's development.
- Ability to liaise with counterparts in other organisations to discuss specialist matters as well as with other employees in other functions within the organisation to resolve intra-organisational problems.
- Excellent oral and written communication skills, to prepare clear and concise management reporting and exception analysis as well as contributing to the effective support of and contribution to a specialist team.

## 7. Qualifications and Experience (Key Selection Criteria)

Selection of the most suitable applicant will be based on the following:

### Essential

- A tertiary qualification in finance / accounting, industry recognised qualification(s) with some relevant experience or lesser formal qualifications combined with substantial relevant experience. Relevant experience should include:
  - Demonstrated thorough knowledge of general accounting practices, policies and procedures and Australian Accounting Standards preferably with:
    - Demonstrated proven knowledge of financial procedures in a complex medium to large organisation.
    - Demonstrated proven expertise in accounting and business software applications including Magiq, Computron Financials, Property and Rating, Microsoft Excel, Word and PowerPoint.
    - Knowledge of Local Government Act and Regulations.
- Demonstrated organisational skills and abilities to develop and maintain efficient and effective office systems, prioritising competing demands and meeting deadlines to agreed service standards with minimal supervision.
- Demonstrated effective planning and project management skills along with problem solving skills, coupled with strong attention to detail.
- Demonstrated ability working independently as well as contributing to business unit goals as a member of a cohesive and efficient team, utilising excellent written and verbal communication skills.

### Verification

We certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

#### Prepared by:

<b>Name:</b>	Kirsten Geri	<b>Signature:</b>	
<b>Date:</b>	September 2021		

#### Manager:

<b>Name:</b>	Kirsten Geri	<b>Signature:</b>	
<b>Date:</b>	September 2021		

#### Director:

<b>Name:</b>	Michelle Hansen	<b>Signature:</b>	
<b>Date:</b>	September 2021		

#### Position Occupant:

<b>Name:</b>		<b>Signature:</b>	
<b>Date:</b>			

### Inherent Physical & Cognitive Requirements of the position

Not specific to this role (the position does not require more than 10-15% manual handling. A Task Analysis to identify detailed Physical Requirements of the role is not required).

Authorised by: Michelle Hansen

Signature

Date \_\_\_/\_\_\_/\_\_\_

Cognitive Demand	Yes	No
Regular communication with team/work mates	✓	
Regular communication with others	✓	
Verbal instruction and supervision of others		✓
High concentration	✓	
Planning and problem solving	✓	
Job/task organisation	✓	
Short-term memory	✓	
Long-term memory	✓	

## Position Description

### APPENDIX 1

#### **Additional Key Responsibility Areas / Position Specific Responsibilities for all employees**

##### Business unit responsibilities

- Undertake Emergency Management duties as required by assisting in Emergency Management activities.
- At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers and employees.
- Make an ongoing, positive contribution to the Directorate.

##### Change management

- Positively embrace, adopt and meet the challenges of change as it occurs within the organisation while possessing a 'can do' attitude in order to embrace new tasks and to assist others.

##### Team effectiveness

- A demonstrated ability to work in a team environment and actively participate as a committed and valued team member to ensure a cohesive approach to achieving team and corporate objectives.
- Be a team player and adopt team practices that support a team approach across the organisation by supporting each other in a team environment to recognise individual team achievements and achieve team targets.

##### Organisational requirements

- A committee employee, behaving in a manner consistent with personal and professional workplace standards as outlined in Council's Code of Conduct and other Council policies, procedures and guidelines.
- In accordance with the responsibilities of your role, positively support Council's response to the climate emergency by helping facilitate a whole-of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes.
- Make a positive contribution to Council and be mindful of the requirements outlined in the Victorian Charter of Human Rights in the provision of service delivery while respecting the rights of colleagues and customers at all times.
- Act respectfully, responsibly and be accountable for your actions.
- Adhere to Council's occupational health, safety and return to work (RTW) policies and procedures and participate in health and safety training programs and initiatives.
- Understanding of and ability to work with diversity within the workplace and community.
- Perform other duties as directed within the limits of acquired skills, knowledge and training.
- Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information.