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**Accountant**

***Position Summary***

**Department:** Corporate Services

**Job Title:** Accountant

**Reports to:** Finance Manager

**Objective:** Responsible to the Finance Manager for all accounting functions, including financial reporting and general ledger control.

Maintain the Shire’s financial records in accordance with accounting standards, the Local Government Act 1995 and associated regulations.

**Work Location:** Administration

**Award/Level:** Local Government Industry Award 2020, Level (negotiated)

**Date Revised:** August 2024

**Responsibilities and Duties**

**Position**

* Assist with management accounting services in conjunction with the Finance Manager to support the operations of the Shire. This includes coordination and timely completion of the Shire’s annual budget and budget reviews and long-term financial planning.
* Prepare monthly management reports for executive and departmental managers, perform variance analysis, liaise with all departments to understand material variances, budget impacts and future requirements.
* Provide back up support for key rates functions including rates modelling, levying, interim rating and exemptions.
* Manage the Shire’s fixed assets including coordinating the requirements of AASB 13 in regard to Fair Value of assets.
* Manage and co-ordinate the Shire’s Insurance including the annual renewals.
* Assist Finance Manager with preparation of Statutory Financial Statements in accordance with Australian Accounting Standards and relevant legislation as required.
* Assist with the Shires annual and interim audit carried out by the Office of Auditor General.
* Provide the Finance Manager /EMCS advice on strategic planning (LTFP)
* Provide support to service areas including grant acquittals, financial and variance analysis, Internal audits as requested by Executive Manager Corporate Services.
* Provide support in all areas of Finance as requested by Finance Manger or Executive Manager Corporate services.
* Conduct periodic reviews of systems and develop and document business process, corporate and finance policies and procedures to maintain and strengthen internal controls
* Adhoc reports as requested.
* Any other duties consistent with the level of the position as directed by the EMCS or Finance Manager.

**Authority and Accountability**

This position operates under the direction of the Finance Manager within clearly established guidelines, procedures and policies of the Shire.

Decision making requires analysis of data to reach decision and or determine progress.

**Organisational**

* Embrace, support and participate in change to assist in achieving the Shire’s goals and objectives.
* The ability to maintain strict confidentiality is an essential requirement of all employees of the Shire.
* Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
* Recommend changes or strategies which promote a ‘Continual Improvement’ and ‘Best Practice’ approach to service delivery.
* Promote, maintain, and improve the working environment and practices to ensure compliance with Industrial Awards, Work Health and Safety, Diversity Equal Employment Opportunities (EEO) legislation and Council’s Policies and Procedures.

**Work Health and Safety, Employee Requirements**

Employees are responsible and accountable for:

* Complying with workplace procedures for risk identification, risk assessment and risk control
* Participation in activities associated with the management of workplace health & safety.
* Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace
* Correct utilization of appropriate personal protective equipment
* Promote, maintain, and improve the working environment and practices to ensure compliance with Industrial Awards, Workplace Health & Safety, EEO legislation and Council’s Policies and Procedures
* Ensure that safety inspections are carried out at all events, and that events are conducted in line with relevant risk management plans and guidelines.

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|  **POSITION REQUIREMENTS** |  |  |
| **Documents** | **Essential** | **Desirable** |
| * Hold a current unrestricted C Class national driver’s licence
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| * Provision of a current National Police Clearance
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| * Tertiary Degree/Diploma in Business/Commerce (Accounting or similar).
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| **Skills and Abilities** |  |  |
| * High level accounting skills, including sound knowledge and understanding of accounting requirements including accounting regulations and standards.
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| * Knowledge of all relevant taxation matters, in particular the Goods and Services Tax legislation and Fringe Benefits Tax.
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| * Strong analytical and problem-solving skills with well-developed verbal and written communication skills
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| * A high level of accuracy and strong attention to detail
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| * Advanced interpersonal and customer service skills.
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| * Ability to work autonomously with limited supervision.
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| * Proven time management skills, with the ability to work under pressure.
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| * High level computer skills, including advanced Excel skills.
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| * Understanding of IT Vision Synergy Soft computer software.
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| * Sound knowledge of the operations of local government
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| * Experience in a similar role.
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| * Experience in rates .
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 **GENERAL PHYSICAL REQUIREMENTS**

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| **Task** | **Mainly** | **Frequently** | **Occasionally** | **N/A** |
| Stand |  |  | A black check mark on a white background  Description automatically generated |  |
| Walk |  |  | A black check mark on a white background  Description automatically generated |  |
| Sit | A black check mark on a white background  Description automatically generated |  |  |  |
| Handle |  |  | A black check mark on a white background  Description automatically generated |  |
| Reach |  |  | A black check mark on a white background  Description automatically generated |  |
| Climb/Balance |  |  | A black check mark on a white background  Description automatically generated |  |
| Crouch/Kneel |  |  | A black check mark on a white background  Description automatically generated |  |
| Talk/Hear |  | A black check mark on a white background  Description automatically generated |  |  |
| Taste/Smell |  |  |  | A black check mark on a white background  Description automatically generated |
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 **Authorisation and Acknowledgement**

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| I acknowledge that I have read and understood the key objectives, duties, responsibilities and other requirements as outlined in this position description.I understand that this position description provides general guidance regarding the purpose of the position and my responsibilities.Furthermore, I acknowledge that this position description may be amended from time to time to reflect changes to the position or Shire requirements. |
| Employee Signature: Date: |

