

Position Description

Position Title:	Assistant Accountant
Classification:	Band 5
Business Unit:	Finance
Reports to:	Financial Accountant
Status:	Full Time
Approved by:	Chief Financial Officer
Reviewed:	December 2022

1. About the City of Glen Eira

The City of Glen Eira is located in Melbourne's south-east suburbs, approximately 10 kilometres from Melbourne's central business district. The City includes the suburbs of Bentleigh, Bentleigh East, Carnegie, Caulfield, Caulfield East, Caulfield North, Caulfield South, Elsternwick, Gardenvale, Glen Huntly, McKinnon, Murrumbeena, Ormond and part of the suburbs of Brighton East and St Kilda East.

Glen Eira has a vibrant and diverse community which is proud of its cultural heritage. It has 68 beautiful parks, 45 sporting ovals, 40 educational institutions, 35 strip shopping centres and almost 6000 businesses. It is home to more than 141,000 people and significant Melbourne icons such as Ripponlea, the Caulfield Cup, Yarra Yarra Golf Club, the Jewish Holocaust museum and much more.

2. About our Organisation

Glen Eira City Council aims to be an organisation that is high performing, values based and one that strives for innovation. We are proud of our achievements and have been recognised as an employer of choice over recent years. We endeavor to recruit people who share our values, are proud of the work they do and have a desire to make a difference to our community.

Glen Eira City Council is committed to reconciliation and supports Aboriginal and Torres Strait Islander aspirations. We encourage applications from Aboriginal and Torres Strait Islander people and value the knowledge, skills and talents they could share with our workforce and community.

Glen Eira City Council plays a leading role in taking strong action on the climate emergency and raising awareness to ensure a sustainable, safe and healthy future for us all. To help us achieve these outcomes, we all have the responsibility to embed climate change action in everything we do. As well as reducing emissions, we are working together to avoid waste and support Glen Eira's transition to a circular economy. This includes reviewing individual work to identify how we can make a difference in Council and the community to reduce environmental impacts and raise awareness.

Values

We are committed to the values which underpin our organisational culture, and how we work. Our five values are:

- Service Excellence – *Delivering for our community*
- Collaboration – *Working better together*
- Innovation – *Expressing ideas and adding value*
- Respect – *Being understanding and considerate*
- Integrity – *Being open and honest*

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2.1 Organisational Structure

Glen Eira City Council's structure comprises four Directorates and two executive management portfolios (People and Culture and Finance) all reporting to the Chief Executive Officer. The four Directorates are:

- Community Wellbeing;
- Customer and Corporate Affairs;
- Planning and Place; and
- Sustainability, Assets and Leisure.

These Directorates and the departments within them are responsible for ensuring the delivery of high quality and cost-effective services that make a difference to our community. In conducting their business, they aim to be client focused and open to innovation and continuous improvement.

3. Position Purpose and Background

This position reports to the Financial Accountant, who in turn reports to the Chief Financial Officer.

The role sits within the Corporate Services directorate and the Finance team which provides services including Accounts Payable, Accounts Receivable, Financial Reporting, Treasury, Budgeting, Finance Systems Administration, Management Reporting, Asset Management and Corporate Planning and Performance.

The Assistant Accountant is required to:

- Provide advice to business units on the most effective methods of debt collection and provide accurate and timely accounts receivable reporting.
- Management and reporting of Council's miscellaneous debtors, including: receivables systems file and journal processing, interfacing and problem resolution; aged debtor reporting; and customer enquiries.
- Month end financial results processing.
- General ledger account reconciliations.
- Assist with preparation of daily cash flow forecast of incoming and outgoing funds and bank reconciliations.
- Assist in the co-ordination and improvement of the delivery of management and statutory accounting information targeted at the different needs within Council.

4. Working Relationships

Reports to:	Financial Accountant
Position deals with:	Council Employees, Ratepayers and Residents, Customers, Council's Debt Collection Agencies, Auditors, Banks and Government Agencies.
Direct Reports:	N/A

5. Key Responsibilities

- Ensure that monies due from debtors and residential accommodation bonds are under control and that bad debtors are minimised.
- Provide support to internal business units on debtor's procedures.
- Processing of direct debits and dishonours.

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- Collaborate with departments to monitor and report on outstanding miscellaneous debtors and ensure appropriate accounting controls are in place.
- Issuing invoices, periodic statements, and reminder notices to debtors.
- Reconcile debtor's records and residential accommodation bond balances to ensure that debtors sub ledgers are in agreement with control accounts and perform adjustments when necessary.
- Liaise with agencies and solicitors for the collection of debts.
- Assist with Daily Bank Reconciliations tasks, including: daily receivables files interface; monitor daily receipting functions; investigate and document unreconciled transactions; and liaise with respective internal and external customers
- Prepare monthly Balance Sheet and other general ledger account reconciliations.
- Month end financial results processing including journals.
- Assist in Council's internal and external audit, implementation of audit recommendations and testing of internal controls.
- Assist the Financial Accountant in preparing the Annual Financial Report and other accounting duties as required.
- Assist the Finance Team in the preparation of the Annual Budget, financial management reports and other statutory financial returns where appropriate.
- Other duties as directed within the skills and abilities of a position at this level.

5.1 OHS, Risk Management, Equal Opportunity, Charter of Human Rights & Child Safe Standards

- Adhere to policies and procedures to minimise injury and damage to assets and property.
- Adhere to Council's Health and Safety, equal opportunity and risk management policies, plans and procedures and relevant legislation as well as act in accordance with the Charter of Human Rights.
- Actively participate in reporting matters of health, safety and Council asset damage.
- Demonstrate and promote workplace behaviour that does not discriminate, bully or harass.
- Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions;
- Contribute to the effective protection of Council in accordance with the Council's risk management policy and procedures;
- Act compatibly with human rights and consider human rights when making decisions; and
- Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements
- Commit and adhere to Council's zero tolerance of child abuse, its principles of being a child safe organisation and its reporting requirements for child safety.
- Adhere to the Victorian Child Safe Standards and related legislation, including Failure to Disclose, Failure to Protect and Grooming offences.

5.2 Accountability and Extent of Authority

The following outlines the Accountability and Extent of Authority required by the Assistant Accountant:

- To ensure that revenue is collected in accordance with the specific guidelines, processes, procedures and laws that are in place for debt collection.
- In positions where the prime responsibility is to provide direct support and assistance to more senior employees, the freedom to act 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 employees being supported.
- Accountable for the achievement of agreed, specific performance objectives for the position and for continuous improvement in performance and productivity of the position.

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- To regularly advise and report to the Financial Accountant on systems and processes that have an impact on the services of the Department.
- Works internally and externally with user groups and company representatives.
- Decisions and actions taken at this level may be significant but are subject to review.
- The role will assist the Finance Team extensively in the day-to-day accounting requirements and will contribute to continuous improvement activities.

5.3 Judgement and Decision Making Skills

The following outlines the extent of judgement and decision making required by the Assistant Accountant:

- This position requires high-level decision-making skills and display sound judgement independently, may be significant but are subject to review by more senior employees.
- Resolve issues and problems that may arise within approved strategies and projects. The incumbent may be required to identify, analyse and provide solutions for management review.
- Guidance and advice will usually be available.
- Apply judgement in the management, implementation and interpretation of projects, strategies and policies.

5.4 Management Skills

The following describes managerial skills required by the Assistant Accountant:

- Build and establish productive and collaborative relationships with internal and external stakeholders, developing and maintaining a true partnership approach with all levels within the organisation, clients and externally with other organisations and spheres of government.
- Role model Council values in order to achieve business outcomes and meet the expectations of stakeholders and the Glen Eira community.
- Demonstrated ability to develop options and resolution to problems within short timeframes and available resources.
- Demonstrated ability to develop work plans and timelines to implement and complete these successfully.
- Demonstrated willingness to share knowledge and build capability.
- Manage time, set priorities and achieve positive outcomes within broad parameters including Council policies, procedures and relevant legislative requirements.

5.5 Interpersonal Skills

The following describes the interpersonal skills required by the Assistant Accountant:

- Build and establish productive and collaborative relationships with internal and external stakeholders, developing and maintaining a true partnership approach with all levels within the organisation and other organisations.
- Capability for decision making and to articulate reasons for decisions.
- Well-developed creative problem-solving skills
- and within the organisation to resolve intra-organisational problems.
- Manage own time, set priorities and achieve outcomes from broad parameters.
- Well-developed verbal and report writing skills, including documentation of policies and procedures.
- Ability to set and achieve goals and objectives.
- Highly developed communication skills.
- Ability to communicate with customers, staff and professionals in a wide range of disciplines.

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5.6 Specialist Skills and Knowledge

The following describes the specialist knowledge and skills required by the Assistant Accountant:

- Well-developed knowledge of and ability to interpret and apply relevant Australian Accounting Standards.
- Highly developed skills in debt recovery, including knowledge of legal processes.
- Knowledge of laws and legislations pertaining to debt collections.
- Demonstrated understanding and application of accounting principles and practices, especially strong reconciliation skills.
- Well-developed knowledge of the operations of an integrated corporate finance system with hands-on experience in the general ledger, accounts receivables, receipting and asset modules.
- Well-developed analytical and problem-solving skills and a high level of attention to detail that enable financial analysis and reporting on budget variances.
- Sound working knowledge of all facets of the Microsoft Office suite of products, including word and excel.
- An understanding of the long-term goals and objectives of the Finance Department and the relevant policies of Council.
- Ability to implement continuous improvement measures to ensure services are the most efficient and cost-effective.

5.7 Qualifications and Experience:

- Tertiary qualification or studying towards tertiary qualification in a related discipline and some relevant experience
- Ability to develop relationships and work collaboratively with external organisations and multiple internal departments.
- Ability to manage time, set priorities and achieve outcomes from broad parameters and with minimal supervision.
- Ability to communicate with customers, staff and professionals in a wide range of disciplines.

6. Performance Review

The Assistant Accountant will be required participate in the Council's Performance Development and Review process. This involves planning and agreeing work and skill development objectives and reviewing and assessing achievements on a regular basis.

The Assistant Accountant may also be required to carry out other such duties as are within the limits of the employee's skills, competence and training. These will be discussed as part of the Performance Review process.

7. Selection Criteria

- Demonstrated commitment and adherence to organisational values and behaviours.
- Tertiary qualification or studying towards tertiary qualification in a related discipline and some relevant experience
- Demonstrated knowledge and ability to apply accounting principles and practices.
- High level of computer literacy including Microsoft suite of products and/or corporate financial systems.
- High level written skills including preparation of clear concise instructions, manuals and reports.
- High level communication skills to provide quality service and build relationships with customers, staff and professionals in a wide range of disciplines.
- A genuine commitment to customer service in terms of providing meaningful, accurate and timely accounting information and services to all stakeholders.
- Demonstrated ability to work in a team environment and positively contribute to the team.
- Demonstrated time management and organisational skills, with an eye for detail.
- High-level problem-solving skills essential.

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Desirable

- Experience of Computron would be highly regarded.

8. Other Information

- Position is subject to the satisfactory completion of Police Records Check.
- The position is located at the Glen Eira Town Hall, however the incumbent may be required to travel to other Council offices from time to time.
- Glen Eira has embraced a hybrid work model which includes the ability to work from home part-time, subject to team and operational requirements.