

Position Description

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| Position Title: | Assistant Accountant |
| Position Number: | FPS227 |
| Department: | Accounting Services |
| Reports To: | Coordinator of Management Accounting |
| Supervise s: | Nil |

Organisational Environment

Located between Brisbane City and the Sunshine Coast, Moreton Bay is one of Australia's fastest growing urban regions. Moreton Bay has a strong and connected community that enjoys a coastal and pristine natural environment as well as thriving community and cultural hubs, vibrant entertainment options and award-winning commercial, educational, medical, leisure and residential precincts.

Financial and Project Services

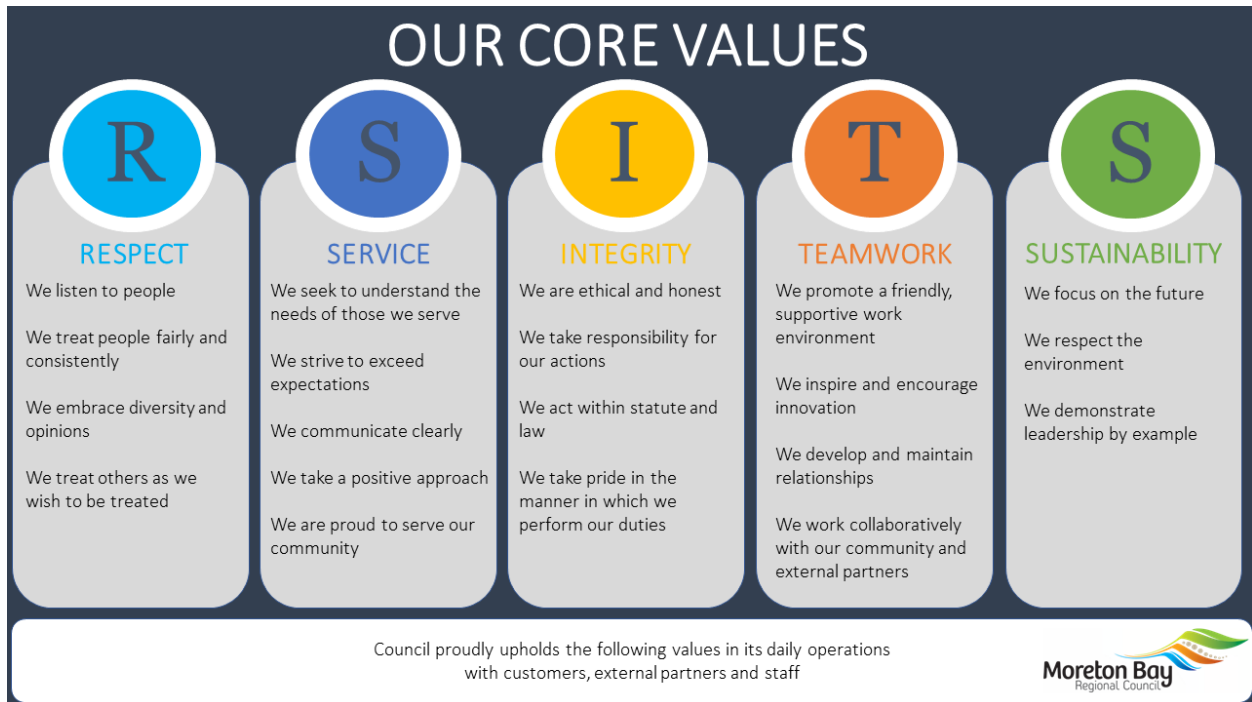
The Financial and Project Services department provides a range of corporate support functions that assist with the operation of all areas of Council. These functions include the processing and payment of approximately 60,000 supplier invoices per year, the processing of the fortnightly payroll for Council's 1,700+ workforce, the provision of strategic advice and assistance on procurement matters, and the levying and collection of approximately \$320 million in rates and utility charges each year. The Financial and Project Services department is committed to providing a high level of service to other Council departments and the community.

Position Purpose

To provide administration support and assistance to the various teams within the department

Specific Accountabilities

| Description |
|---|
| Organising and Operating |
| Act as a point of contact for team members by providing sound advice, innovation and problem solving for management. |
| Be responsible for the routing of electronic and hard copy correspondence throughout the department in an accurate the timely manner. |
| Deal with routine telephone, email and fax enquiries in an accurate and customer focused manner |
| Undertake routine data entry tasks in an accurate and proficient manner and assist in the completion of various administrative processes as required. |
| Assist to review processes within the team with an emphasis on process improvement and relationship development. |
| Ensure compliance with all legislation, approved standards, policies and procedures relating to the department's practices and processes. |
| Community Development and Stakeholder Relations |
| Contribute to industry and community consultation on services, enhancements and issues of concern |
| Constructively deal with any customer service/complaints referred for action |



Diversity undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Position Dimensions

Staff Resources: ~ Nil
Section or program budget: ~ Nil

Decision Making Authority

Policy: Interprets and applies policies

Delegations: Delegations under the *Local Government Act* and as directed and published in Council's *Delegations Register*

Knowledge, Experience, Qualifications and Attributes

- Demonstrated relevant experience in a similar role or a role requiring a similar skill set.
- Excellent time management skills to achieve proficiency effectiveness in managing conflicting priorities and meeting deadlines.
- Proficiency with the Microsoft Office suite of programs and the ability to develop proficiency with Council's software programs.
- Well developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.

This position description is a true reflection of the current requirements of the role. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.

I have read, understood and accepted the responsibilities as outlined in this position description.

Signature: _____ **Date:** _____