



POSITION DESCRIPTION

POSITION TITLE:		Assistant Financial Services Accountant			
POSITION NO:		New Position	CLASSIFICATION:		Band 6
DIVISION:		Corporate Business & Finance			
BRANCH:		Finance			
UNIT:		Finance			
REPORTS TO:		Coordinator Financial Accounting			
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	No	PRE-EMPLOYMENT MEDICAL REQUIRED:	No

Yarra City Council supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

POSITION OBJECTIVE

To support the Coordinator Financial Accounting in the provision of high quality financial and statutory reporting.

Key objectives include:

- Responsibility for the daily reconciliation of Council's bank accounts, maintenance of the Bond and Trust Account and providing assistance in managing Council's treasury function;
- Responsibility for Asset Accounting and advice in relation to Council's non-current assets;
- Assist in ensuring the integrity of financial systems and data, including monthly general ledger reconciliations;

- Assist in producing monthly balance sheet reconciliations to a high standard and within agreed month end reporting timeframes, ensuring unreconciled items are followed up and resolved in a timely manner;
- Ensure internal controls are maintained and regularly reviewed;
- Support Financial Services Accountants in partnering with an individual business units to provide a high level of specialised financial support and engagement relating to budgeting process, monthly reporting of actuals and commercial decision making;
- Ensure that the highest quality customer service is provided as a whole by the Finance unit to Yarra City Council customers both internal and external;
- Contribute to the development and achievement of Organisational, Divisional and Branch goals.

ORGANISATIONAL CONTEXT

Council is committed to efficiently and effectively servicing the community to the highest standards; protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a competitive business culture with an emphasis on customer service and continuous improvement.

The Unit forms part of the Finance Branch, which contributes directly to the achievement of Council's goals and the Council plan. The incumbent is required to pursue Unit, Branch and Divisional goals through effective team work and with colleagues in other divisions; providing leadership within the Finance Services Unit and developing sound working relationships with a range of internal and external parties.

ORGANISATIONAL RELATIONSHIP

Position reports to: Coordinator Financial Accounting

Internal Relationships: The incumbent liaises with staff at all levels within the Organisation including the Director Corporate Services, Deputy CFO and CFO, Finance team, City Valuer, Fleet Manager, Capital Works Officer, Unit staff and other management and staff of Council.

External Relationships: The incumbent is required to establish and maintain a professional relationship with all customers of Council including ratepayers, residents, visitors, public authorities, Local Government Victoria, Victorian Grants Commission, banking institutions, Internal and External Auditors, Australian Tax Office, Australian Bureau of Statistics and colleagues in other municipalities.

KEY RESPONSIBILITY AREAS and DUTIES

(1) MANAGEMENT

- Ability to plan, prioritise and organise work, both on an individual and team basis, within a set timetable and in an environment of change and conflicting demands;
- Contribute to the preparation of Council's annual financial statements and management of the external audit process;
- Contribute in the development, preparation, implementation and monitoring of Council's Annual Budget each financial year;
- Contribute to the annual Branch Business Plan;
- Assist in the preparation of monthly reports on the activities and performance of Council Branches and assist in the preparation of reports and technical advice for the Council and its Committees as required;
- Foster and lead a commitment to personal service excellence;
- Ability to manage change in an environment of resource constraint;
- Capacity to solve problems through discussion, negotiation and team work;
- Ability to set objectives and achieve goals with quality business outcomes;
- Ensure employees are aware of Health and Safety requirements and monitor and report on conditions liable to impact on employee safety in accordance with the Occupational Health and Safety Act 1985.

(2) PLANNING AND POLICY

- Contribute to the development of Branch strategic and operational plans for the achievement of financial, quality management, client service and best practice targets;
- Review and streamline systems and processes within the Branch to ensure flexible and responsive service delivery that meets client expectations;
- Initiate and recommend new or changed policies relating to bank reconciliation, trusts and fixed asset accounting processes;
- Maintain an awareness of the latest developments and innovations in areas under your control which may impact or enhance the development and delivery of those services to Council management and staff.

(3) FUNCTIONAL RESPONSIBILITIES

Bank Reconciliation Process

- Reconcile Council bank statements on a daily basis and ensure that all reconciling items are cleared in a timely manner;
- Review Council's bank reconciliation processes to identify any opportunities for process improvement or streamlining;
- Ensure that the daily cashflow spreadsheet is updated on a daily basis to assist with treasury management.

Fixed Asset Accounting

- Undertake all aspects of asset accounting in accordance with appropriate accounting standards and regulations;
- Prepare the reconciliation of fixed assets and ensure appropriate entries are passed on a timely basis for the Capital Works Program;
- Review and recommend appropriate changes to asset value thresholds, depreciation rates, and useful lives;

- Ensure that land asset information is current and reconciles with other subsidiary property registers and land asset data bases maintained in the organisation;
- Maintain land asset information and include contributions of parcels of land by developers required under planning permit conditions for Public Open Space (POS) and Drainage;
- On a quarterly basis reconcile the profit/loss on the sale of Council assets;
- Incorporate sales costs information for all asset types from various sources as appropriate.

Financial Accounting

- Assist in the reconciliation of general ledger balances on a timely basis in order to facilitate the production of high quality financial and statutory reports. Reconciliations need to be supported by subsidiary ledger reports, schedules or other relevant information. This process includes reconciling/providing support for the reconciliation of clearing accounts to other Council staff;
- Exercise sound judgement and decision making in relation to accounting and taxation matters;
- Take a supporting role in the development of financial processes and protocols;
- Undertake all aspects of asset accounting in accordance with appropriate accounting standards and regulations;
- Provide support in the oversight Council's investment portfolio, and ensure optimum maximum return on investments in accordance with Council's policy;
- Maintain the Trust Accounts module in Technology One and reconcile the trust accounts on a timely basis;
- Keep Council up to date with changes to the Local Government Act and Regulations which may impact the Financial Services of Council;
- Provide any further support to the Finance Coordinators as required.

Management Accounting

- Provide assistance in Council's annual Budget preparation process in the context of the Long Term Financial Plan and Corporate and other Plans as directed;
- Assist with the implementation of the annual budget including the coordination and monitoring of the budget profile;
- Assist in the preparation of timely and accurate monthly management reports as directed;
- Business partner with Council's Branches to support the Finance team in the provision of high quality financial advice and guidance;
- Provide any further support to the Finance Coordinators as required.

(4) LEADERSHIP & MANAGEMENT

- Ability to plan, prioritise and organise work, both on an individual and team basis, within a set timetable and in an environment of change and conflicting demands/pressures;
- Ability to initiate and recommend to Finance Coordinators improvements to management/financial accounting processes and system based accounting techniques;
- Ability to contribute to the development and achievement of Finance's business plan and the wider goals and objectives of the organization;
- Ability to manage change in an environment of resource constraint;

- Ability to problem solve through open communication, negotiation and team work;
- Ability to set objectives and achieve goals within the individual's area of responsibility;
- Participate in Council working groups and committees as and when required;
- Stay current and up to date with sector changes and legislative changes relevant to your area.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The Assistant Financial Services accountant is directly accountable to the Coordinator Financial Accounting for ensuring timely provision of advice in relation to financial and management accounting issues and system based support;
- Accountable for the timely reconciliation of bank accounts to ensure that transactions are allocated in the correct accounting period;
- Accountable for the trust module to ensure payments are made in a timely manner and reconciled in a timely manner;
- Accountable for maintaining an up to date and accurate asset register that reflects the assets of the Council;
- Brief the Coordinator Financial Accounting on asset management issues within an agreed parameters framework;
- The incumbent is accountable for evaluating and developing improvements to the delivery of the above services;
- The incumbent is required to liaise with the Coordinator Financial Accounting to ensure adherence to the business plan and objectives for Finance;
- The freedom to act in the provision of specialist advice and information on financial/management accounting matters is subject to clear guidelines;
- The freedom to act in providing assistance to the Coordinator Financial Accounting as requested.
- Formal input into policy development within their area of expertise, when required.

Safety & Risk

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures;
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.

Sustainability

- Embrace the following Sustaining Yarra principles through day to day work:
 - Protecting the Future
 - Protecting the Environment
 - Economic Viability
 - Continuous Improvement
 - Social Equity
 - Cultural Vitality
 - Community Development
 - Integrated Approach

Yarra Values

- Behave according to the following values which underpin our efforts to build a service based culture on positive relationships with colleagues and the community:
 - Teamwork
 - Integrity
 - Respect
 - Accountability
 - Innovation

JUDGEMENT AND DECISION MAKING

- The objectives of the position are well defined, and are subject to regular review by the Coordinator Financial Accounting;
- Judgment is required in the application of specialised accounting procedures and guidelines, and in providing appropriate advice to Council officers in the treatment of accounting issues;
- The occupant is expected to make independent decisions in relation to banking, investments, fixed assets and general accounting issues;
- A degree of judgement is required on non-current asset depreciation rates, useful lives and thresholds;
- The position exercises delegated authority in processing banking and investment transactions;
- Creativity and innovation is required in identifying opportunities to improve efficiency in processes and procedures.
- The nature of the work of this role is specialized, with the processes and procedures developed in accordance with Australian Accounting Standards, and Council's defined practices.
- The role may require improving and/or developing new methods and different approaches to tasks.

SPECIALIST SKILLS AND KNOWLEDGE

- Proficiency in the operation of the computerised financial management systems, programs associated with the Windows environment, and efficient keyboard skills;
- Good skills in the preparation of clear, concise reports, internal and external correspondence;
- Advanced spreadsheet and data manipulation skills and the ability to produce quality reports;
- Good knowledge and experience in asset accounting;
- Strong experience in the preparation of monthly balance sheet reconciliations;
- Strong experience in the bank reconciliation processes and procedures;
- Familiarity with ledger codes and internal control procedures to ensure correct costing and methods;
- Commitment to service ethic and personal service excellence;
- Commitment to ongoing training and development.

MANAGEMENT SKILLS

- Highly effective in the ability to plan, prioritise and organise work, both on an individual and team basis, within a set timetable and in an environment of change and conflicting demands;

- Highly effective in managing time;
- Ability to initiate and recommend improvements to accounting procedures and techniques;
- Well-developed leadership and motivational skills;
- Ability to contribute to the strategic directions of the organization;
- Knowledge of and the ability to apply relevant budgeting methods and procedures;
- Ability to manage change in an environment of resource constraint, demonstrating flexibility;
- Ability to solve problems through discussion, negotiation and team work;
- Ability to undertake complex investigatory tasks.

INTERPERSONAL SKILLS

- Highly effective verbal, liaison and written communication skills;
- Ability to gain the co-operation and assistance from a range of people, including other staff, statutory and government personnel etc., in the delivery of Management and Purchasing administration services;
- Ability to foster co-operation and assistance in the supervision of employees;
- Ability to discuss and resolve accounting issues with organisation and industry counterparts, and within the organization;
- Skills in negotiation and consultation;
- Ability to work as part of a team;
- Ability to maintain excellent public relations on all occasions.
- Strong customer service skills and focus.

QUALIFICATIONS AND EXPERIENCE

- Appropriate Tertiary qualifications in Accounting/Business/Finance;
- Understanding of the application of asset accounting procedures;
- Understanding of Australian Accounting Standards relevant to this role;
- Experience in a corporate accounting environment - experience in a local government environment not essential;
- Experience using Technology One Accounting operating and reporting or another similar system;

KEY SELECTION CRITERIA

1. Tertiary qualifications in Accounting or Commerce discipline and/or equivalent expertise and working towards CA or CPA status;
2. Highly advanced spreadsheet and data manipulation and analytical skills with a high attention to detail;
3. High degree of technical ability and experience with bank reconciliation process, fixed asset accounting and general accounting processes;
4. Strong financial accounting and management accounting skills including experience in the preparation of monthly balance sheet reconciliations and assisting in preparation of annual financial statements and audit process;
5. Highly effective skills in liaison, written communication, influencing, negotiation, analytical and problem resolution;
6. Effective time management and forward planning skills, incorporating the capacity to prioritise and organise workloads in an environment of change and conflicting demand.