

Position Description

POSITION TITLE:	Assistant Accountant
GROUP:	Finance
DEPARTMENT:	Financial Control
LOCATION:	Brisbane / Green Square Close
POSITION CLASSIFICATION:	AT4
REPORTS TO:	Accounting and Assurance Manager

ABOUT URBAN UTILITIES

Urban Utilities is a water distribution utility owned by five shareholding councils (Brisbane City Council, Ipswich City Council, Lockyer Valley Regional Council, Scenic Rim Regional Council and Somerset Regional Council). Urban Utilities has an asset base of \$6 billion and services a population of 1.5 million residents and over 31,000 commercial customers, across a geographical area that stretches from the Queensland/NSW border, west to Gatton, north to Kilcoy and east to Moreton.

The Finance Group contributes to Urban Utilities' purpose and vision through championing, safeguarding, and driving customer, community and shareholder value.

PRIMARY POSITION PURPOSE

The Assistant Accountant contributes to the delivery of timely and accurate processing of financial transactions. This includes the preparation and posting of journals to the finance system and preparation of account reconciliations.

The position also contributes to the delivery of other accounting and assurance activities including testing and documentation of financial controls, procedures and supporting other assurance activities as required.

POSITION ACCOUNTABILITIES

Financial Accounting Management and Control

Delivers accurate and timely financial accounting and reconciliation functions. Implement and monitor controls across financial processes and systems. Ensure financial processes and procedures provide an appropriate first line of defence, adhere to the organisation's policies and procedures, legislation and regulatory codes, taking appropriate action to report and resolve any identified non-compliance risk or issues escalating as appropriate.

Policies and Procedures Development

Lead the development, testing, and maintenance of procedures and guidelines to support the organization in the implementation of, and compliance with, internal policies and/or external regulations.

Financial Reporting

Carry out complex analyses to contribute to the production of statutory and non-statutory financial reports and other disclosures.

Financial Audit Management

Work within established audit control systems to deliver specified outcomes or provide general support.

Business Process Improvement/Innovation

Identify shortcomings in existing processes, systems and procedures, and use established change management programs to address them.

Financial Information Systems

Investigate, analyse, design, and test small changes to financial systems. Provide second-line support to users.

Build Personal Capability

Develop own capabilities by participating in assessment and development planning activities as well as formal and informal training and coaching; gain or maintain external professional accreditation where relevant to improve performance and fulfil personal potential. Maintain an understanding of relevant technology, external regulation, and industry best practices through ongoing education, attending conferences, and reading specialist media.

BEHAVIOURAL COMPETENCIES

Competency	Overview	Examples
Action Oriented	Takes on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.	<ul style="list-style-type: none">• Takes timely action on important or difficult issues.• Identifies and pursues new opportunities that benefit the organization.
Delivers Value - Accountability	Holds self and others accountable to meet commitments.	<ul style="list-style-type: none">• Accepts responsibility for own work, both successes and failures.• Handles fair share and does not make excuses for problems.• Usually meets commitments to others.
Delivers Value - Results	Consistently achieves results, even under tough circumstances.	<ul style="list-style-type: none">• Holds self to high standards of performance; sets some challenging goals; wants to achieve meaningful results; pursues initiatives/efforts to successful completion and closure.• Focuses on key goals, even during setbacks and obstacles.
Growth Mindset	Learns through experimentation when tackling new problems, using both successes and failures as learning fodder.	<ul style="list-style-type: none">• Experiments to find the best possible solution and gains insight from test cases.• Makes use of new concepts and principles when addressing problems.• Learns from mistakes to avoid repeating them
Instils Trust	Gains the confidence and trust of others through honesty, integrity, and authenticity.	<ul style="list-style-type: none">• Demonstrates integrity, upholding professional codes of conduct.• Instils trust by following through on agreements and commitments despite competing priorities and by being honest and straightforward.
Communicates Effectively	Develops and delivers multi-mode communications that convey a clear understanding of the unique needs of different audiences.	<ul style="list-style-type: none">• Listens attentively and takes an interest. Keeps others well informed;• Conveys information clearly, concisely, and professionally when speaking or writing

One Team	Builds partnerships and works collaboratively with others to meet shared objectives.	<ul style="list-style-type: none"> Readily involves others to accomplish goals; stays in touch and shares information; discourages "us versus them" thinking; shows appreciation for others' ideas and input.
Customer Focus (Internally & Externally)	Builds strong customer relationships and delivers customer-centric solutions.	<ul style="list-style-type: none"> Keeps in contact with customers to ensure problems are resolved, or to improve customer service. Studies customer feedback and emerging customer needs and uses these to determine some creative new ideas.

TECHNICAL COMPETENCIES

Competency	Overview
Financial Accounting	Uses comprehensive knowledge and skills to act independently while guiding and training others on classifying, measuring and recording corporate transactions using financial accounting principles.
Reporting	Applies comprehensive knowledge and skills to work independently while providing guidance and training to others on creating relevant, lucid and effective reports.
Effectively Presents Solutions	Uses comprehensive knowledge and skills to act independently while guiding and training others to clearly present solutions that link directly to the key objectives and challenges important to the organisation.
Planning and Organising	Uses comprehensive knowledge and skills to work independently while providing guidance and training to others on planning, organising, prioritising and overseeing activities to efficiently meet business objectives.
Computer Skills	Independently supports business processes with comprehensive understanding and effective use of standard office equipment and standard software packages, while also providing guidance and training to others.

EDUCATION

General Education

- Degree qualifications in business combined with specialist training and substantial experience in financial transactions management
- CPA/CA qualification desirable

EXPERIENCE

General Experience

- Experienced practitioner able to work unsupervised (13 months to 3 years)