



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>		Financial Services Accountant			
<b>POSITION NO:</b>		New Position	<b>CLASSIFICATION:</b>		Band 7
<b>DIVISION:</b>		Corporate Business & Finance			
<b>BRANCH:</b>		Finance			
<b>UNIT:</b>		Finance			
<b>REPORTS TO:</b>		Coordinator Financial Accounting			
<b>POLICE CHECK REQUIRED:</b>	Yes	<b>WORKING WITH CHILDREN CHECK REQUIRED:</b>	No	<b>PRE-EMPLOYMENT MEDICAL REQUIRED:</b>	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:

- Providing assistance in documenting and maintaining up to date policies and procedures covering key processes in the Finance area;
- Assist in ensuring the integrity of financial systems and data, including monthly general ledger reconciliations;
- Assist in the preparation of accurate and timely financial data for the production of monthly management reporting and quarterly council reporting;
- Produce monthly balance sheet reconciliations to a high standard and within agreed month end reporting timeframes;

- Assist in ensuring internal controls are maintained and regularly reviewed;
- Ensuring statutory reporting obligations are met, and compliance with all relevant legislation and accounting standards;
- Partner 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 Executive level

**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, Victoria 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;
- Ability to initiate and recommend to the Finance Coordinators improvements to accounting procedures and techniques;

- 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;
- Act as a key driver of the provision of financial services accounting within the City of Yarra;
- Contribute to the coordination of the activities of the Financial Services Unit to ensure an efficient and cost effective Unit with committed staff focused on achievement of Corporate and Divisional goals;
- 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 financial management procedures;
- 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**

### **Financial Accounting**

- Reconcile all the 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 account to other Council staff;
- Assist in ensuring that Council is meeting all of its external statutory obligations including GST, FBT, Fire Services Levy, Grants Commission and ESC reporting;
- Exercise sound judgement and decision making in relation to accounting and taxation matters;
- Provide a timely and accurate advisory service to management and staff regarding the financial accounting operations and performance of the Council;
- Take a lead role in development of financial processes and protocols;
- Undertake all aspects of asset accounting in accordance with appropriate accounting standards and regulations;

- Review and recommend appropriate changes to asset value thresholds, depreciation rates, and useful lives;
- Oversee 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;
- Be proficient in the delivery of Council's Bank Reconciliation process in order to undertake this task as and when required;
- Keep Council up to date with changes to the Local Government Act and Regulations impacting Financial Services of Council.

### **Management Accounting**

- Provide assistance in Council's annual Budget preparation process in the context of the Long Term Financial Strategy 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 provide high quality financial advice and guidance.
- Provide any further support to the Finance Coordinators as required.

### **Statutory Accounting and Reporting**

- Assist with the preparation of the year-end financial statements and audit process
- Ensure all Balance sheet accounts are reconciled monthly in accordance with the agreed timetable;
- Keep Council up to date and informed of new developments and changes to Australian Accounting Standards;
- Keep Council up to date with changes to the Local Government Act and/or Regulations impacting the Financial Services of Council.

## **(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 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 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;
- The incumbent is responsible for providing timely accounting advice and support to their assigned Branch as well as within Council;
- 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 delivery of financial accounting services and systems administration is governed by professional and regulatory review, clear objectives, statutory requirements, and Council resolutions;
- 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.
- Participation in 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 usually 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, taxation, invoice processing and general accounting issues;
- High level of expertise is required in providing analytical skills, creativity and innovation in providing high level advice;
- 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 will require problem solving, and improving and/or developing new methods and different approaches to tasks.

## **SPECIALIST SKILLS AND KNOWLEDGE**

- Clear understanding of the role of financial services, particularly in a local government environment;
- Proficiency in the operation of the computerised financial management systems, programs associated with the Windows environment, and efficient keyboard skills;
- Thorough knowledge and understanding of relevant provisions of the Local Government Act, Australian Accounting Standards, and other relevant legislative provisions as they relate to the roles and responsibilities of the position;
- Familiarity with ledger codes and internal control procedures to ensure correct costing and methods applicable;
- Knowledge of and ability to implement on-the-job training techniques;
- Skills in the preparation of clear, concise reports, internal and external correspondence;
- Well-developed research and analysis skills in developing useful reporting tools, in regard to financial management of assets;
- 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 time management skills;
- 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;
- An understanding and ability to implement Council's HR policies and practices;
- An understanding of succession planning and staffing strategies.

## **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. 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 both within the organization, and also with other organisations
- 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;
- A minimum of 3-5 years of financial accounting experience within a medium sized finance team;
- Membership of a professional accounting body (CPA/CA or equivalent);
- Strong understanding of Australian Accounting Standards as well as working knowledge of financial and management accounting principles and concepts;
- Experience using Technology One Accounting operating and reporting or another similar system;
- Strong customer service skills and focus.

## **KEY SELECTION CRITERIA**

1. Tertiary qualifications in Accounting or Commerce discipline and/or equivalent expertise, and membership of a professional accounting body (CPA/CA or equivalent) or working towards;
2. High level knowledge and understanding of accounting standards and principles and expertise in general ledger, fixed asset and general accounting processes;
3. Highly advanced spreadsheet and data manipulation skills and the ability to produce quality Reports;

4. Strong financial accounting skills including preparation of monthly balance sheet reconciliations and assisting in preparation of annual financial statements and the audit process;
5. Highly effective skills in liaison, written communication, influencing, negotiation, analytical and problem resolution;
6. Highly effective time management and forward planning skills, incorporating the capacity to prioritise and organise workloads in an environment of change and conflicting demand;