



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>		Systems and Strategy 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 Management 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

- Provide systems accounting specialist services to the organisation including technical support and guidance in regards to the organisation's software operating systems which include Technology One products;
- Provide guidance and advice to other finance staff in the use of technology and direct resources where needed through enlisting support from within/outside the Business Unit;
- Provide a timely and accurate advisory service to management and staff concerning system based reporting and the development of executive management reports;
- Enhance the use and awareness of Financial Information Systems within Council;
- Contribute to the effective and efficient operation of the Financial and Management accounting teams, particularly in relation to timely management reporting;
- Extend a prompt, courteous service excellence to all customers, internal and external;

## **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**

<b>Position reports to:</b>	Coordinator Management Accounting
<b>Internal Relationships:</b>	The incumbent liaises with staff at all levels within the Organisation including Executive level
<b>External Relationships:</b>	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 counterparts in other municipalities.

## **KEY RESPONSIBILITY AREAS AND DUTIES**

### **(1) MANAGEMENT**

- Ability to plan, prioritise and organise workload within a set timetable and in an environment of change and conflicting demands;
- Ability to solve problems through discussion, negotiation and team work; Ability to undertake complex investigatory tasks;
- Enhance the use and awareness of Financial Information Systems within the City of Yarra;
- Involvement in developing, preparing, implementing and monitoring Council's Annual Budget each financial year;
- Provide advice and training to Business Units regarding their financial information system requirements;
- Involvement in the preparation of regular reports on the activities and performance of the Branch and assist in the preparation of reports and technical advice for the Council and its Committees;
- Foster and lead a commitment to personal and professional service excellence;

- 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 the Branch's 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 system based 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**

### **Systems Accounting Services**

- Co-ordinate and provide a lead in the management of Council's Financial Management Information System (Technology One), and the systems it interfaces with for finance purposes;
- In liaison with Branch Managers develop and provide advice in relation to system based reporting requirements;
- Conduct systems training to Council officers as required;
- Keep finance branch staff informed of any new developments in the Financial Information Systems field;
- Ensure all Finance sub-system modules are linked correctly and operating efficiently.

### **Management Accounting**

- Involvement in Council's annual Budget preparation process in the context of the Long Term Financial Plan, Council Plan and related financial strategies;
- Involvement with the Capital works budget reporting and any maintenance/updates;
- Provide assistance with the profiling of Capital Works budgets in consultation with project managers and other key staff;
- Provide system based assistance in the preparation of monthly finance reports for the distribution to Executive Management and Council;
- Ensure the integration of Council's finance system (Technology 1) is functioning efficiently and effectively with Council's capital works module (Forecaster) at all times.

### **General**

- Work actively to understand the capabilities of Technology One and how it's use can be enhanced to deliver on strategic objectives of the Finance area, including how it interfaces with other Council systems from a finance perspective;
- Actively explore system based opportunities for Council's Long Term Financial Strategy;
- Actively work to replace manual based processes with automated processes and solutions in Technology One.

#### **(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 improvements to financial 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 Systems Accountant is directly accountable to the Coordinator Management Accounting for ensuring the timely provision of action and advice in relation to systems accounting, system based reporting, and for providing a timely and accurate advisory service to management and staff, ensuring that all work is carried out to a high standard and within required deadlines;
- The incumbent is accountable for evaluating and developing improvements to the delivery of the above services including procedure and policy development;
- The incumbent is required to liaise on a regular basis with the Management Accountant and Financial Accountant to ensure adherence to the Unit plans;
- The freedom to act in the delivery of systems accounting services and systems administration is governed by professional and regulatory controls, clear objectives, statutory requirements, Council resolutions and prior consultation with the Coordinator Management Accounting;
- The freedom to act in the provision of specialist advice and information on systems accounting matters is subject to clear guidelines;
- The freedom to act in providing assistance to the Coordinator Management Accounting relating to systems accounting as requested.

#### **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 Management Accounting;
- Guidance and advice are not always available in the organisation and some creativity and originality is required;
- Judgement is required in the application of specialised Financial Information Systems procedures and guidelines and knowledge acquired through relevant training and several years Systems experience;
- Judgement and adaptability are also required in evaluating operational routines and methods and identifying and recommending improvements to those operations.
- Problems are occasionally of a complex nature with solutions not related to previously encountered situations;
- Creativity and innovation is required in identifying opportunities to improve efficiency in processes and procedures.

### **SPECIALIST SKILLS AND KNOWLEDGE**

- Advanced skills in the operation of the Council's computerised system, programs and applications associated with the Windows environment and efficient keyboard skills;
- Thorough knowledge and understanding of relevant provisions of the *Local Government Act 1989*, and other relevant legislative provisions as they relate to the roles and responsibilities of the position;
- Knowledge and familiarity of principles and practices of budgeting and accounting procedures;
- 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;
- 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/pressures;
- Highly effective time management skills;
- Ability to initiate and recommend improvements to accounting procedures and techniques;
- Ability to contribute to the strategic directions of the organization;
- Ability to manage change in an environment of resource constraint;
- Ability to solve problems through discussion, negotiation and team work;
- Ability to set objectives and achieve goals within the individual's area of responsibility;
- An understanding and ability to implement Council's HR policies and practices;
- An understanding of succession planning and staffing strategies.

## **INTERPERSONAL SKILLS**

- Ability to gain the co-operation and assistance from a range of people, including other staff, statutory and government personnel etc., in the provision of system based accounting services;
- Ability to foster co-operation and assistance with other employees;
- Ability to discuss and resolve Financial Information System issues with counterparts in other units and organisations;
- Highly developed oral and written communication skills;
- Skills in negotiation and consultation;
- Ability to work as part of a team;
- Ability to maintain excellent public relations on all occasions.

## **QUALIFICATIONS AND EXPERIENCE**

- Tertiary qualifications in Accounting or Commerce discipline and/or equivalent expertise;
- Extensive experience in the field of information technology and information systems;
- Experience in data manipulation, analysis and interrogation;
- Demonstrated experience in the development of accounting policies and systems;
- Experience with the Technology One finance software package strongly desirable;
- Strong customer service skills and focus.

## **KEY SELECTION CRITERIA**

1. Tertiary qualifications in Accounting/Business/Finance;
2. Strong experience with Technology One finance operating software and related modules or equivalent;
3. Extensive experience in a corporate system accounting environment, with a preference for direct experience in a local government environment;
4. 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;
5. Familiarity with ledger codes and internal control procedures to ensure correct costing and methods applicable;