

# Senior Financial Accountant

<b>Directorate:</b>	<b>Department:</b>
Office of the CEO	Business and Finance
<b>Position Number:</b>	<b>Band/EA Classification:</b>
BFT10	Band 6
<b>Reports To:</b>	<b>Direct Reports:</b>
Coordinator Finance Operations	Team Leader Accounts Assistant Financial Accountant Finance Officer

## What we trust you to deliver

The Senior Financial Accountant will lead and assist in the delivery of high quality, efficient and accurate range of financial accounting and statutory reporting services in a timely manner while complying with organisational policies and procedures, accounting standards and legislation.

The responsibility of this role is to provide accounting guidance and advice to other finance team members and Council staff. You will be required to provide professional accounting support to the Eastern Regional Libraries Corporation (ERLC) and Ferntree Gully Cemetery Trust (FGCT) including the preparation of their annual financial reports, management reports and statutory returns.

## What you will need to thrive

- Demonstrated commitment to displaying the organisation's values.
- A sound understanding of Australian Accounting Standards, accounting principles and accounting systems and a sound knowledge of Australian tax legislation, particularly Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST) including experience in preparing FBT returns and Business Activity Statements (BAS).
- Experience in the preparation of annual financial statements.
- Highly developed interpersonal skills.
- Ability to manage several different tasks in a time-constrained environment by planning and organising own work and setting priorities.
- Demonstrated experience in preparing and maintaining complex spreadsheets, including the use of intermediate Excel skills.

## What success looks like

This role may also be required to carry out other such duties as are within the limits of the employee's skills competence and training:

1. Assist in preparing Council's Annual Financial Statements with the Coordinator Finance Operations and coordinate and prepare financial statements for Eastern Regional Library Corporation and Ferntree Gully Cemetery Trust.
2. Preparing monthly and quarterly Business Activity Statements
3. Preparing annual Fringe benefit Tax returns
4. Carry out general accounting including but not limited to:
  - a. General ledger account reconciliations,
  - b. Generate journals within timeframes
  - c. Reconcile ERLC annual leave and long service leave liability
  - d. Audit Accounts Payable payments
  - e. Review and sign off on the payroll file; and process for payment
  - f. Maintain loan borrowing and repayment schedules
  - g. Prepare and maintain leases schedules, calculations and contract analysis
5. Preparing relevant monthly, quarterly and annual reporting
6. Prepare, coordinate, and reconcile Councils investments and Cash Flow projections
7. Lead and develop your team to ensure they are growing in their careers

## The expertise you bring

- Tertiary qualification in accounting or related discipline and have completed CPA Australia or Institute of Chartered Accountants qualification.
- Demonstrated financial accounting experience including general ledger reconciliations and month end journals with excellent analytical and problem solving skills in a complex organisation is essential.
- Minimum 5 years' substantial experience in a similar role

## Key capabilities

Plans and Aligns	Financial Acumen	Communicates effectively	Ensures accountability
Business Insight	Balances Stakeholders	Builds effective teams	Decision quality

## OHS, Risk Management, Equal Opportunity, Child Safe Standards and Charter of Human Rights

- Adhere to Council's Health and Safety, equal opportunity and risk management policies, plans and procedures as well as act in accordance with the Charter of Human Rights.
- Demonstrate and promote workplace behaviours that does not discriminate, bully or harass.
- Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements.
- Adhere to policies and procedures to prevent injuries to people and damage to assets and property including reporting of these matter.
- Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions.
- Promote positive mental health and wellbeing within your team and work towards the prevention of mental injuries and illness in workplace.
- Ensure a child safe environment and contribute to a culture of child safety by fulfilling the requirements and responsibilities outlined in legislation, including the Child Safe Standards, Reportable Conduct Scheme and Council's Child Safe Policy and Procedures.

## Who you will work with:

Internal:

External:

- Chief Financial Officer
- Coordinator Finance Operations
- All Council staff including CEO, Managers and Coordinators
- Banks/Financial Institutions
- Eastern Regional Libraries Corporation
- Auditors (internal and external)
- Victorian Auditor-General's Office
- Various Government departments
- Appropriate staff at other Councils
- Australian Taxation Office
- FinPro – Local Government Financial Professionals
- Financial System providers
- Debtors/Creditors

## Accountability and extent of authority

- Ensure financial reporting is accurate, timely and prepared in accordance with Australian Accounting Standards (AAS) and any other applicable legislation.
- Accountable for the provision of specialist advice and information in relation to financial accounting.
- Maintain the integrity of financial records (transactions) in accordance with pre-determined procedures.
- Recommend improvements to financial accounting services and financial information systems.
- Provide support and back up to other Financial Accounting team members as required.
- Act in the role of Coordinator Financial and Management Accounting as required.
- Maintain and prepare procedures in accordance with best practice.
- Assist to update and develop relevant policies.
- Achievement of statutory and agreed deadlines in preparation of reports, returns and in completion of all tasks.

## Judgement and decision making

- Assist responsible managers and staff with queries and decision making.
- Ability to resolve problems relating to the operations of the Financial Accounting section.
- A demonstrated capacity to provide creative, innovative and practical solutions to complex financial problems and client services issues.
- Assist in the ongoing process of continuous improvement within the Financial Accounting section to ensure increased efficiency and service delivery to all users through the development and implementation of improved systems, procedures and processes.
- Guidance and advice is usually available.

## Specialist Skills and Knowledge

- Well developed understanding and working knowledge of Australian Accounting Standards, accounting principles and accounting systems.
- A sound knowledge of the Goods and Services Tax (GST) legislation, Fringe Benefits Tax (FBT) legislation and the Local Government Act (financial reporting requirements) in order to advise Council staff and apply legislative requirements to specific accounting matters.
- CPA Australia or Institute of Chartered Accountants qualification and significant experience in financial accounting practices and processes in a complex environment.

- Have a knowledge of investment and cash flow management.
- A sound understanding of general ledger reconciliation principles and practices.
- A sound understanding of internal control procedures pertaining to financial systems and familiarity with budgeting techniques.
- Excellent analytical and investigative skills.
- Intermediate Excel skills including the use of Pivot Tables, VLOOKUP Function, graphs.
- Solid understanding of long term unit goals and policies of unit and wider organisation.

## Interpersonal Skills

- Excellent written and verbal communication skills with the ability to explain technical accounting terms in plain language.
- Communicate openly in a clear and informative manner.
- Demonstrated ability to co-operate with and gain co-operation and assistance from both internal and external parties at all levels.
- Ability to liaise with counterparts in other organisations to discuss specialist matters and within the organisation to resolve to analyse, discuss, negotiate and resolve issues.
- High standards of ethical behaviour.
- Commitment to customer service and operational efficiency.
- Support departmental and organisational objectives.

## Management skills

- Well developed skills in time management, setting priorities, planning and organising own work and where necessary other employees to achieve the specific and set objectives in the most efficient way within the resources available and set timeframes, despite conflicting priorities.
- Understanding of, and ability to implement, personnel practices including equal opportunity, occupational health and safety and learning and development.
- Demonstrated skills in leading, motivating and developing staff.
- Lead and assist people with change in the workplace.

## Inherent Requirements

The inherent requirements of the role are listed below. These requirements are generally considered typical for this and similar roles, however the list is not intended to be exhaustive. Within reason, and subject to Council's obligations under legislation, it is expected that a person conducting this type of work will have the capacity to perform the genuine, reasonable and inherent tasks of the role.

All requirements are subject to Council's obligations under applicable legislation (including anti-discrimination, occupational health and safety and accident compensation legislation) and the provision of all reasonable adjustments to those requirements (e.g. aids and appliances) as required from time to time.

Requirements	Frequency			
	Unlikely	Possible	Occasionally	Regularly
<b>Passive</b>				
Sitting - counter / desk				•

Requirements	Frequency			
	Unlikely	Possible	Occasionally	Regularly
Sitting – vehicle	•			
Operating telephone / computer				•
Writing / reading				•
<b>Manual Handling</b>				
Bending / twisting Spine		•		
Working with one or both hands above shoulder height		•		
Lifting (5kg or under p/item)		•		
Lifting (5kg or over p/item)		•		
Requiring low/light application of force		•		
Requiring medium to high application of force		•		
Exerting force in an awkward posture		•		
<b>Agility</b>				
Squatting / kneeling		•		
Looking up / looking down		•		
Reaching forwards or sideways		•		
<b>Mobility</b>				
Walking / standing- briefly		•		
Walking / standing- extended		•		
Walking on uneven ground		•		
Climb steps/stairs		•		
Climb ladder		•		
Driving – passenger vehicle		•		
<b>Sensory</b>				
Hearing – face to face / telephone conversations				•
Visual – read printed material, signage				•
Visual – computer screen, electronic signs				•
Visual – driving	•			
Visual – watching with vigilance (e.g. school crossing)	•			
<b>Emotional</b>				
Dealing with conflict			•	
Providing empathy			•	
<b>Work Environment</b>				
Personal waste	•			

## Office Use – Pre employment Medical Checks

	If selected - Musculoskeletal assessment recommended
	If selected - Audiology (hearing) assessment recommended
	If selected – Vision assessment recommended

## Office Use – Other Checks

	If selected – Lone Worker risk assessment recommended
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## Conditions of Employment

Conditions of employment are in accordance with the **Knox City Council Enterprise Agreement** and the Knox City Council Code of Conduct. Applicants will require the following:

Satisfactory Police Check	ID Verification Check	Current Victorian Drivers Licence
Working with Children Check	Qualification Verification	

## About Knox

Making a difference to others and our community is at the heart of everything we do at Knox. Future Ready Knox connects our vision, aligns our purpose with values, strategy and people experience. We all have an important role to play, in working together we will achieve all we aim for and more.



## Our Values

Our values are the foundations to our success and culture at Knox. They represent what we stand for, inspire us to bring our whole selves to work and create a shared understanding to align the way we work with our vision and purpose.



Make a difference daily



Inspire and facilitate success



Think big act bold



Do what is right (not what is easy)

## THRIVE: Our Future Ready Knox Strategy

The world we live in is changing, placing ever more focus on people and what it means to be human.

It is time we reimagine the future of work and adapt how we lead our changing business, so we evolve and remain purposeful for our residents, our community and our City. We all have capacity to adapt and evolve. It is through harnessing our changing skillsets and mindsets, and working and learning together that we will bring out the best in each other and create a future we can all feel good about.



## Adaptive future

We will pursue the future with a clear strategy of excellence and service. We will never stop learning and growing. We will be a resilient, adaptable and sustainable workplace comprised of thriving people working together to fulfil our core purpose: empowering our diverse community to thrive and prosper.

## Evolving culture

We strive to be an agile organisation built on a foundation of psychological safety and trust in our leaders, our teams and ourselves. We will be defined by our love of learning, innovation and growth. We will be led by wholehearted humans who bring out the best in our people and drive collective ownership of our vision, strategy and values. This will ensure we respond, adapt and thrive in a rapidly changing world.

## Flexible workplace

We will thrive in our inclusive and connected workplace, defined by flexible practices and spaces, and enabled by new technologies and business intelligence. These will support our people to explore and adopt new ways of thinking, learning and working that ultimately deliver greater value to our community.

## Thriving people

We will be defined by our resilient, diverse and capable people and will support them to keep growing and leveraging their passions, talents and skills. We will improve the ways we engage and communicate, embrace productive conflict and hold each other accountable for our commitments. We will harness our collective potential to make a difference and create a future we can all feel good about.

Please refer to our website [www.knox.vic.gov.au](http://www.knox.vic.gov.au) for more information about Knox City Council.