



Financial Accountant - Assets

Position Number: 500629

Directorate: Organisational Performance

Department: Finance

Reports to: Financial Accounting Coordinator

Classification: Band 6

Employment Status: 0.6 FTE (Part time)

Location: **Civic Centre, Broadford**– all employees may be directed to move either permanently or for temporary periods to other offices within the Shire due to operational requirements.

Date created/amended: July 2021

About the Organisation

Mitchell Shire

All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

Vision

Together with our Community, create a sustainable future.

Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:



Working Together



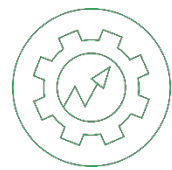
Respect



Customer Service
Excellence



Accountability



Continuous
Improvement

Structure

Mitchell Shire Council is broken into three Directorates being:

- > Organisational Performance
- > Economy, Growth and Infrastructure
- > Advocacy and Communities



About the Role

Objectives

To assist the Financial Accounting Coordinator in:

- > Working collaboratively with all areas of the organisation to provide a customer focused finance service that delivers innovative solutions and improved practices to the Council.
- > Processing of end of month/year tasks including journals and reconciliations.
- > The identification and introduction of improvements to finance related systems and processes.
- > Maintaining the integrity of Council's Assets Registers and general ledger.
- > Ongoing maintenance and reconciliation of the fleet ledger (asset component).
- > Maintaining the non-infrastructure fixed assets register and infrastructure fixed assets general ledger maintenance and posting in TechOne.
- > Assets reporting

Key Responsibility Areas

Fixed Assets (Tangible and Intangible)

- > Maintenance of the non-infrastructure fixed asset register.
- > Maintenance of the infrastructure fixed assets in the General Ledger.
- > Calculation and posting of non-infrastructure depreciation.
- > Accounting for all non-infrastructure asset acquisitions and disposals.
- > Maintenance and reconciliation of fleet ledger including acquisitions and disposals, creation of new fleet numbers as required and weekly reviews against Smartfleet data.
- > Review allocation and approval of invoices to be capitalised.
- > Manage assets under construction/WIP projects – monitoring actual spend against budgeted spend and reporting thereon.
- > Conduct periodic impairment reviews for all assets.
- > Conduct periodic physical counts of fixed assets.

End of Month/Year

- > Working alongside the Financial Accountant to undertake end of month processes in an efficient and timely manner.
- > Support the assistant accountant in processing of bank reconciliations for all Council sites including Library and Customer Service Centres, Transfer Stations, Leisure Centres, and the Visitor Information Centre and investigate any discrepancies.
- > Assist in the preparation of financial statements and other reports as required.
- > Monthly reconciliation of the Fixed Asset Register to the Technology One general ledger
- > Assisting with the interim and final audit requirements
- > Monthly reporting on assets
- > Ad-hoc asset management tasks.

General

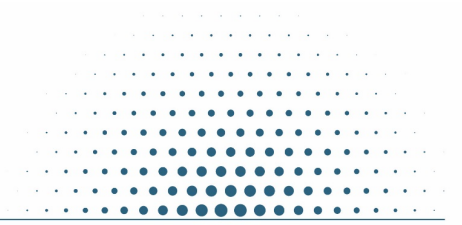
- > Resolve assets related enquiries and other relevant matters as required.
- > Communicate promptly, effectively, and efficiently within the Financial Accounting Team and externally with other teams with the aim to provide excellent customer service to internal and external customers and lift the finance team profile and visibility within the organisation.



- > Understanding of risk management and occupational health and safety legislation, risk management requirements and all council policies.

Other Duties

- > Responsibilities and duties included in this position description are subject to multi-skilling and job rotation provisions of the Mitchell Shire Council current Enterprise Agreement and or any supplementary agreements and, where applicable, the appropriate award.



About You

Key Selection Criteria

1. Business degree or similar tertiary qualification combined with relevant experience.
2. Strong written and interpersonal communication skills.
3. Experience with TechnologyOne or another large ERP software.
4. Knowledge of current financial accounting and reporting practices.
5. High level of proficiency in the use of the Microsoft suite of products.
6. Sound analytical and conceptual skills.
7. Strong team and internal customer focus

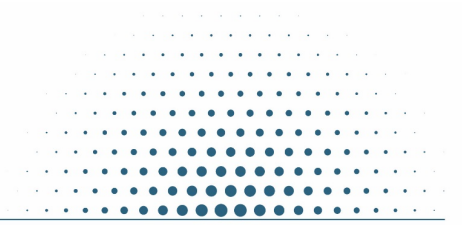
Qualifications and Experience

Essential

- > Business degree or similar tertiary qualification combined with relevant experience.
- > Strong written and interpersonal communication skills.
- > Experience with TechnologyOne or another large ERP software.
- > Knowledge of current financial accounting and reporting practices.
- > High level of proficiency in the use of the Microsoft suite of products.
- > Sound analytical and conceptual skills.
- > Strong team and internal customer focus
- > Ability to build and maintain effective working relationships to achieve outcomes.
- > Willingness to undertake a National Police Check and Working with Children Check
- > Valid Drivers Licence

Desirable

- > Financial Accounting experience in Local Government, or other large complex multi-faceted organisations.
- > CPA or CA qualifications
- > High attention to detail and questioning mindset
- > Knowledge of Australian Accounting Standards and demonstrated application.
- > Demonstrated ability to manage time, set priorities and achieve planned objectives.
- > Commercial/business acumen.
- > Ability to innovate and automate processes and systems.
- > Willingness to cooperate and collaborate.
- > Ability to work in a team environment and liaise effectively with staff in other Departments.
- > Conquest experience or other asset management software



Position Requirements

Accountability and Extent of Authority

- > Maintaining integrity of general ledger and improvements to systems and processes, with review and support from the Financial Accounting Coordinator.
- > Freedom to act is governed by clear objectives with regular monthly reporting.

Judgement and Decision Making

- > Assist responsible officers with interpretation of financial results and problem solving.
- > Assist in the implementation of improvements.

Specialist Skills and Knowledge

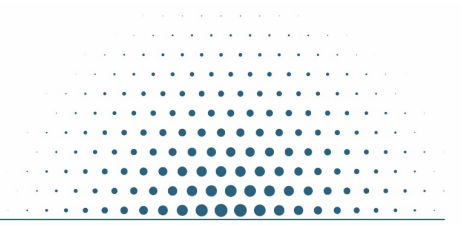
- > High level of proficiency in the use of the Microsoft suites of products (e.g., Excel, Office 365).
- > Some experience with large financial systems (e.g., TechnologyOne, Computron, Oracle) and report writing tools.
- > Working knowledge and understanding of the theory and principles of accounting.
- > Sound analytical and conceptual skills.
- > Knowledge of current Accounting Standards and reporting practices.

Management Skills

- > Manage time, set priorities, plan, and organise work to achieve specific and set objectives within required timeframes.
- > Ability to build and maintain effective working relationships characterized by mutual respect and honesty with other Council departments, professional bodies, and all external stakeholders.

Interpersonal Skills

- > Strong communication skills.
- > Report writing skills.
- > Willingness to cooperate and collaborate.
- > Ability to work in a team environment and liaise effectively with staff in other Departments.



Appendix A - Conditions of Employment and Responsibilities

Agreements, Legislations and Awards

Employment conditions for all employees are in accordance with the relevant award, employment contract, industrial agreement, organisational policies, and procedures as amended.

Current Certified Agreements at Mitchell Shire Council are:

- > Mitchell Shire Council Enterprise Agreement No
- > Early Education Employees Agreement

Current Awards at Mitchell Shire Council are:

- > Victorian Local Authorities Award 2001
- > Nurses (ANF Victorian Local Government) Award 2002
- > National Training Wage Award 2000

Asset Management

Employees are expected to familiarise themselves with and abide by the Council's Asset Management policies, plans and strategies.

Charter of Human Rights Compliance

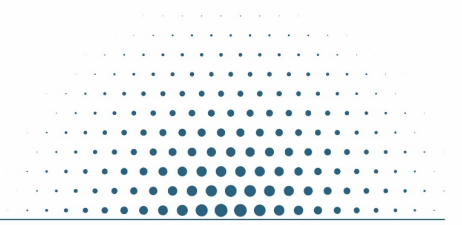
Council employees should demonstrate, respect, and promote the human rights set out in the Charter of Human Rights and Responsibilities by:

- > Making decisions and providing advice consistent with human rights
- > Actively implementing, promoting, and supporting human rights

Child Safe Standards

Mitchell Shire Council is committed to ensuring the implementing of Child Safe Standards within our organisation. As such:

- > All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse and neglect.
- > There is zero tolerance for all forms of abuse and neglect towards children.
- > All allegations, concerns and complaints brought to the attention of Mitchell Shire Council will be taken seriously and acted upon in a timely manner and reported to the relevant authority.
- > Best practice standards will apply in the recruitment of staff, volunteers, and contractors.
- > People engaged in child-related work, including volunteers and contractors, are required to hold the applicable Working with Children Check and to provide evidence of this check.
- > A statement of our commitment to child safety requirements is included in induction.
- > Mitchell Shire Council have risk management strategies in place to identify, assess, and take steps to minimise risks to children.
- > Allegations of abuse, neglect and safety concerns will be recorded using incident reporting systems, including investigation updates.
- > All personal information considered or recorded will respect the privacy of the individuals involved under the Privacy Act and the best interests of the child will be considered when sharing information with relevant authorities and agencies.



Corporate Recordkeeping Responsibilities

Mitchell Shire employees should demonstrate the following:

- > Understanding records management obligations and responsibilities
- > Making and keeping accurate and complete records of business activities and decision making
- > Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails, and letters
- > Ensuring the quality and accuracy of the data used or entered on Council databases and systems.
- > Destruction of Council records are not to occur without authority from the Corporate Information Department.

Code of Conduct

The Code of Conduct outlines standards of conduct and behaviour that must be demonstrated by all Mitchell Shire Council employees, volunteers, and contractors. You need to familiarise yourself with the Code and observe its provisions. Breach of the Code may result in counselling and disciplinary action. A substantial breach may result in termination of employment.

Corporate Induction

You will be required to attend a Corporate Induction within your first month at Council, commencing at 9am at Mitchell Shire Council Civic Centre on a date to be advised.

The People and Culture team also conduct quarterly bus tours of the Shire. This gives new employees the opportunity to see the shire in full and be familiar with our sights and operations.

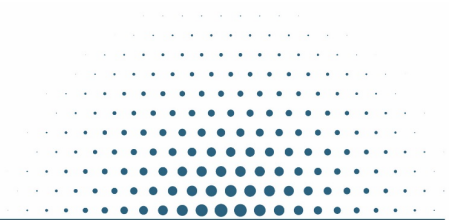
Customer Service

Customer Service Excellence is one of Mitchell Shire Council's values and therefore staff are required to;

- > In accordance with Council's Customer Service Procedure, be proactive in the delivery of services ensuring that quality customer service is provided always whether the communications are delivered personally, electronically, written or by telephone with the customer.
- > Ensure a high-quality customer focused service at all times.
- > Contribute to excellence in service delivery and present a positive image for Council.
- > As required, maintain effective and co-operative communication with all customers, community groups/organisations, business, Council, and other Government authorities
- > Provide service in accordance with Council's Customer Service standards

Drivers Licence

If you are required at any point to drive a council or personal vehicle for business use, it is a condition of employment that a current Driver's licence is maintained. *Loss of your driver's licence may result in the termination of employment.* If your driver's licence is suspended or cancelled, you must inform your manager immediately.



Emergency Management

As part of the duties associated with this position, the incumbent may be requested to assist Mitchell Shire Council in responding to an emergency, should one arise, affecting the operation of council and/or the wellbeing of the Community.

Hours of Work

It is appropriate that you arrange your ordinary hours of duty with your Manager to meet the demands of the position. Mitchell Shire Council offers flexible working arrangements (where operationally viable) to encourage work life balance. A standard full-time employee works 76 hours per fortnight (this varies depending on department), with additional hours each day if a monthly ADO is being accrued.

Accrued Day Off (ADO) and Rostered Day Off (RDO)

An ADO/RDO is applicable for some positions, with the following arrangement:

Monthly ADO

A Monthly ADO is available to full time staff. As a full time, indoor staff member, the standard working day is 7.6 hours. By working an additional .4 hours per day, you are able to accrue one day off per month. For full time library staff, the standard working day is 7 hours. By working an additional 0.36 hours per day, you are able to accrue one day off per month.

ADO's must be taken at a mutually convenient time. Your Manager will approve when the ADO is to be observed, based on service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

Fortnightly ADO

A 9-day fortnight generally applies to outdoor staff. This is accrued by working 8.5-hour days for 9 days per fortnight, with the 10th day being the RDO. Your Manager will determine and roster the day that is to be observed to suit service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

Motor Vehicle

Where a position is allocated a **full private use vehicle** entitlement, the employee may opt to take a cash option of their vehicle allowance and utilise their own private vehicle.

Where a position is allocated **commuter use of a council vehicle**, that vehicle is not to be utilised for any personal use without prior arrangement from the Director.

More information on Vehicle and Travel allowances can be found in the Motor Vehicle Policy.

Policies and Procedures

The terms of the Council's policies are not incorporated as terms of this Agreement and are not intended to create any legally enforceable rights on the part of the Officer, but the Officer must abide by them because they are lawful and reasonable directions of the Council.

Pre-Employment Checks

Your employment is dependent upon successful completion of a National Police Check prior to commencement. The cost of this check will be borne by Mitchell Shire Council.



Working with Children Checks are compulsory for some staff and must be provided prior to commencement. These are to be maintained at the employee's own expense.

A Pre-Employment Medical Check *may* be conducted on staff, to ensure they are able to operate in their role safely and effectively.

Qualifications Required for the Role

It is a condition of your employment that you maintain the qualification and memberships that are identified in the Position Description. The cost of maintaining those qualifications and memberships will be borne by the employee. Any Continuing Professional Development (CPD) hours required to maintain your qualification and memberships are to be undertaken outside of normal working hours.

Qualifying Period

All employees are required to complete a six-month qualifying period from the commencement of their employment. Management shall assess employees' performance on the job, including the satisfactory achievement of the performance objectives set in the employee's commencement plan, skills and knowledge represented, the commitment to and how the employee's work reflects the core values, attendance, and cultural fit.

Management shall determine during the qualifying period whether the employee has/is successfully achieving the requirements of the role. Where, in the opinion of management, the employee will not or has not successfully achieved these requirements, employment may be terminated during the qualifying period.

Recognition of Prior Service

Recognition of Prior Service can be made for those employers listed as applicable under the Local Government (Long Service Leave) Regulations 2012.

An application for RPS must be made to the payroll department on your Employee Registration Form upon commencement (no later than 2 months after commencement).

Payroll

Payment of salary is made on a fortnightly basis (currently every second Wednesday), by electronic transfer to your nominated financial institution account.

Risk Management and Occupational Health and Safety

Council Employees should comply with Occupational Health and Safety Legislation, Risk Management requirements and all Council policies, procedures, and guidelines. This includes (but is not limited to) the following:

- Perform all duties in a manner which demonstrates due care for your own and others health and safety.
- Comply with Risk and OHS documentation and legislative requirements.
- Identify and report hazards, risks, incidents or health and safety issues as soon as possible.
- Participate in Risk, Safety and Health Initiatives including investigations, implementation of corrective actions, risk assessment or return to work arrangements.
- Wear and maintain all issued personal protective equipment.



Superannuation

Council will contribute to the Vision Super Scheme or an approved superannuation fund of your choice on your behalf at the rate of 10% of the base salary offered (excluding staff who have agreed a Total Remuneration Package (TRP)). This contribution amount is in addition to (not deducted from) your base salary.

Types of Employment

Employees should be aware that Mitchell Shire Council employs staff on several types of employment contract. This includes the following types:

Casual Employees will be employed on an hourly basis to work on an intermittent or irregular basis. We cannot guarantee set hours of work. In order to manage our casual staff, we undertake periodic database checks. Any casual employee who has not worked within that period may automatically be removed from the system.

The hourly rate of a casual employee includes the 25% loading in lieu of annual leave, personal leave, public holidays, and severance entitlements.

Part Time Employees can work hours in addition to their contracted hours. These hours will be paid at ordinary rates. Employees can work ordinary rates to a maximum of 38 hours within a week, for library staff 35 hours. Any hours worked in addition to maximum hours will be paid at overtime rates or time in lieu will be calculated in accordance with the Enterprise Agreement, Award and policy as amended from time to time.

Variances to Duties

In line with operational requirements of Council it may be necessary, to vary your work duties and/or position description. Such changes would be discussed with you prior to initiation and will be compliant with the nature of the work for which you were employed.

You may be required to work from or relocate to any Council work site within the Council municipality depending on operational requirements.

Working with Children Check

Where a valid Working with Children Check is a mandatory requirement of the role, employees must immediately report to their Manager and People & Culture any revocation or cancellation of their WWCC. Council will consider the circumstances involved and determine the appropriate action, which may include termination of employment based on the evidence or issues leading to the revocation.