Position/s Description

Senior Financial Accountant

Directorate	Corporate Services
Department	Financial Management
Reports to	Chief Financial Officer
Number of Direct Reports	3
Position Grade	Grade 18
Employment Type	Permanent | Full-time
Primary Location	Civic Place
Date Approved	August 2026

Our Culture

We believe in the future of Liverpool and that our future is best described in the Community Strategic Plan (CSP).

We're a connected team with a shared purpose, determined to get the best results on the things that matter most for our community and people. We live our culture with a mindset of *"A better way – every day."*



Intent and Primary Purpose of the Position/s

The primary purpose of this position is to lead and manage Council's financial accounting, statutory reporting, taxation compliance and treasury functions to ensure the integrity, accuracy and reliability of Council's financial information. The role is responsible for delivering compliant financial reporting, maintaining a robust financial control framework, overseeing balance sheet management and supporting sound financial stewardship in accordance with Australian Accounting Standards, legislative requirements and Council policies.

The position provides specialist technical accounting advice to management, drives continuous improvement in financial systems, policies and processes, and ensures effective governance, audit readiness and risk management across the financial accounting function. It also leads and develops a high-performing team, fostering a culture of accountability, customer service, collaboration and continuous improvement to support Council's strategic and operational objectives.

Position Outcomes and Accountabilities	
Outcomes	**Performance Standard**
Lead the preparation, review and submission of Council's annual financial statements, supporting working papers and statutory disclosures to ensure compliance with Australian Accounting Standards, NSW Local Government Code of Accounting Practice and Financial Reporting, and legislative requirements	• Annual Financial Statements completed and submitted within statutory timeframes. • Unqualified external audit opinion achieved • Audit adjustments are minimised and supported by adequate working papers. • All statutory reporting obligations completed by legislated due dates • Audit recommendations are implemented within agreed timeframes.
Oversee month-end and year-end close processes, balance sheet reconciliations, general ledger integrity and financial controls to ensure accuracy and reliability of Council's financial information	• Financial data integrity is maintained across all financial systems. • Month and year end reporting completed within agreed service standards • Monthly balance sheet reconciliations completed within agreed reporting timeframes. • Unresolved material reconciliation items are investigated and resolved promptly. • Internal control deficiencies are identified and corrective actions implemented.
Lead the development and continuous improvement of accounting policies, procedures, financial systems and internal controls to strengthen governance, efficiency and audit readiness	• Process improvement initiatives are identified and implemented annually. • Financial policies and procedures are reviewed and updated regularly. • Opportunities for automation and system enhancement are actively pursued. • Governance and risk management practices are embedded within the financial accounting function.
Ensure Council meets all taxation obligations and maintains an effective tax governance framework covering GST, FBT and other statutory taxation requirements	• Relevant taxation legislation changes are regularly monitored • Adequate documentation is maintained to support all tax positions adopted by Council. • GST, FBT and other statutory returns are lodged accurately and on time. • Compliance breaches are minimised and reported where required. • No avoidable penalties or interest charges incurred.

Provide strategic oversight of Council's investment portfolio, borrowings, treasury activities and cash flow management to optimise returns while maintaining compliance with legislative and policy requirements	• Investment portfolios comply with Council's Investment Policy and Ministerial Investment Order. • Monthly investment reports are prepared accurately and submitted on time. • Cash flow forecasts are maintained and regularly reviewed. • Investment opportunities are evaluated to maximise returns within acceptable risk parameters. • Treasury activities support Council's liquidity requirements and financial sustainability objectives. • No breaches of borrowing or banking obligations
Provide strategic oversight of asset accounting, valuations, asset recognition and financial asset management practices to ensure compliance with accounting standards and accurate financial reporting.	• Asset registers maintained with a high degree of accuracy. • Asset revaluations completed within required cycles. • Infrastructure and developer-contributed assets recognised in a timely manner. • No material audit findings relating to asset accounting. • Asset accounting policies reviewed and updated as required.
Provide high-level technical accounting advice, financial analysis and strategic support to management, executive leadership and project teams on complex financial matters.	• Technical accounting issues resolved within agreed timeframes. • Quality financial advice supports informed management decisions. • Financial modelling and business case assessments completed accurately and on time. • Successful implementation of new accounting standard requirements.
Lead, mentor and develop the Financial Accounting team, ensuring delivery of high-quality financial services and a culture of continuous improvement.	• Individual performance plans completed and reviewed annually. • Team performance objectives achieved. • High levels of employee engagement and collaboration. • Training and development plans implemented for all direct reports. • Low staff turnover and effective succession planning. • WHS and compliance obligations met.

Decision Making Authority and Responsibilities	
Decision Making	• Exercise financial and procurement delegations in accordance with Council's adopted delegations, policies and procedures. • Approve routine accounting treatments, reconciliations, journals and financial data corrections within delegated authority. • Prioritise financial accounting team work programs, month-end deliverables, audit preparation and compliance activities. • Provide technical recommendations on accounting policy, taxation treatment, investment reporting and internal control improvements.
Decisions referred	• Expenditure, procurement, contractual or investment matters outside delegated authority. • Material accounting judgements, policy changes or financial statement matters requiring executive, audit or Council endorsement. • Appointment, formal performance management or dismissal of staff, in line with Council policies. • Significant taxation, audit, legal, risk or compliance issues that may affect Council's financial position or reputation.
WHS Responsibilities	
Enterprise Risk Management Responsibilities	Optional - People Leader to confirm
Financial Delegation	As per relevant delegation schedules.

Key Relationships	
Internal	
Director Reports	• Accountant (Financial Operations) • Accountant (Assets & Tax Compliance) • Accountant (Investments & Treasury Management)
Internal	• Chief Financial Officer • Senior Management Accountant • Rates Coordinator • Executive Leadership Team • Sectional Managers
Governance and Assurance	• Internal Audit • Audit Risk & Improvement Committee

External	• Audit Office NSW • Office of Local Government • NSW Grants Commission • Australian Taxation Office • Investment Advisor • Financial Institutions • NSW Treasury Corporation

Position Requirements	
Qualifications, Knowledge, Skills and Experience	
Essential:	• Degree qualification in Accounting, Finance, Commerce or a related discipline. • Full membership of CPA Australia, Chartered Accountants Australia and New Zealand, IPA or equivalent professional body. • Extensive experience in financial accounting, statutory reporting and financial management using integrated ERP financial management systems within a medium to large and complex organisation. • Strong working knowledge of Australian Accounting Standards, financial statement preparation, audit requirements and internal control frameworks. • Strong understanding of financial controls, treasury management, taxation compliance and asset accounting principles. • Strong analytical, problem-solving and reconciliation skills with high attention to detail and data integrity. • Strong stakeholder management skills with ability to interpret complex financial, taxation and policy requirements and provide practical advice. • Demonstrated commitment to continuous improvement, strengthening financial governance and compliance, customer service and organisational excellence. • Effective written and verbal communication skills, including the ability to prepare reports, briefings and audit responses. • Proven leadership experience managing, mentoring and developing professional financial accounting team. • Understanding of work health and safety, equal employment opportunity, ethical conduct, records management, privacy and culturally inclusive service delivery.
Desirable (if applicable):	• Strong understanding of IP&R, long-term financial planning and asset management planning with a local government environment. • Advanced proficiency using integrated financial management systems and business intelligence reporting tools.

Signature

By signing below, I understand the contents and expectations of this position description.		
Name	**Signature**	**Date**

Capabilities for the position

The capability framework outlines the capabilities needed by everyone to work well and be effective in their position. They are expressed as behaviours to provide clarity and a common language to describe the skills and abilities to perform a position at Council.

Core Capabilities *Applicable to all positions*	**Description**
Developing Self	Seeks growth opportunities, embraces feedback, and enhances skills and knowledge.
Being Accountable	Takes ownership of actions, delivers on commitments, and ensures transparency and responsibility.
Acting with Integrity	Behaves ethically, upholds values, and acts in the best interest of the organisation and community.
Communicating Effectively	Expresses ideas clearly, listens actively, and tailors communication to the audience's needs.
Working Collaboratively	Works well with others, builds teamwork, and fosters a supportive environment.
Having Resilience	Bounces back from adversity, maintains positivity, and performs effectively under pressure.
Focus Capabilities *Most important to be effective in position*	**Description**
Commercial Nous/Acumen	The ability to apply business insight, strategic thinking, and practical solutions for competitive advantage.
Using Data for Decision Making	Collects, analyses, and interprets data to ensure evidence-based, accurate, and effective decision-making.
Influencing and Negotiating	Communicates persuasively, uses negotiation skills, builds consensus, and resolves conflicts constructively.
Thinking Innovatively and Creatively	Encourages new ideas, fosters innovation, and seeks opportunities for creative problem-solving and improvement.
Building Relationships	Establishes positive relationships, builds trust, and fosters partnerships to achieve common goals.
Delivering Outcomes	Sets ambitious goals, measures progress and adapts strategies to ensure effective achievement of objectives.
Focusing on the Community	Provides high-quality service, seeks feedback, and anticipates community needs.
Using Technology and Building Digital Literacy	Adopts technology, enhances productivity, stays updated on advancements, and promotes digital literacy.
People Management Capabilities *Required for leadership positions*	**Description**
Inspiring Direction and Purpose	Provides clear vision, motivates others, aligns team efforts with objectives, encourages and empowers achievement.
Managing People	Guides team members, provides feedback, recognises efforts, develops talent, and fosters an inclusive culture.
Managing Reform and Change	Drives organisational change, aligns with goals, engages stakeholders, monitors progress, and adjusts strategies.
Optimising Outcomes	Analyses processes, identifies improvements, implements strategies for efficiency, and uses data for informed decisions.
Practising Sustainability	Implements sustainable practices, balances economic, social, environmental factors, and advocates long-term sustainability goals.
Valuing Diversity and Inclusion	Promotes an inclusive environment, respects diverse perspectives, and advocates for equity and inclusion.