

Position description

Financial Accountant – Tax and Compliance

Summary information

Section	Finance	Directorate	Corporate Services
BCC number(s)	BCC666	Position type	Permanent, full-time
Grade	Grade 16	Skill descriptor	Band 3 Level 3
Reports to	Coordinator Financial Accounting	Direct reports	No
Approval limit	\$0	Release limit	\$0
Created/reviewed	September 2026		

Our values



Teamwork



Customer Focused



Innovation



Commitment to Safety

Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their team's success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

1. Position purpose

This role contributes to the effective functioning of the Finance section by supporting quality, timely, and effective financial information through robust systems and procedures. It also serves as a back-up to a peer financial accounting position, helping maintain continuity of service and operational resilience during periods of leave, peak workload, or other absences.

A key responsibility of the role is managing and monitoring compliance with Council's Business Activity Statement (BAS) obligations, including Goods and Services Tax (GST), Fringe Benefits Tax (FBT) instalments and Fuel Tax Credits, ensuring all transactions are correctly recorded, reported, and reconciled in accordance with Australian Taxation Office (ATO) requirements. The role is also responsible for the preparation and lodgment of the annual Fringe Benefits Tax return.

The incumbent will comply with all applicable legislation, regulation and other law, including the NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2025 and Council's Safety system.

2. Qualifications and experience

Essential:

- Bachelor's degree in accounting or relevant qualification
- Solid experience in accounting
- Proven ability to meet deadlines
- Current class C driver's licence.

Desirable:

- Local Government experience
- Advanced Excel skills
- Intense analytical skills
- Experience using Technology One software systems
- Knowledge of applicable legislation/regulations
- Demonstrated commitment to customer service
- Ability to work within a team environment.

3. Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4. Key accountabilities

Position specific

- Acts as a backup to peer Financial Accountant position to ensure business continuity and operational resilience during periods of leave, increased workload, or other temporary absences. This includes maintaining proficiency in investment management and reporting, grant accounting and acquittals, statutory and financial reporting, balance sheet reconciliations, and month-end accounting processes.
- Oversee and ensure compliance with Council's Business Activity Statement (BAS) obligations, including Goods and Services Tax (GST), Fringe Benefits Tax (FBT) instalments and Fuel Tax Credits.
- Preparation and lodgment of the annual Fringe Benefits Tax return.
- Weekly reconciliation of payroll superannuation payments to general ledger and submission to Superannuation funds.
- Complete monthly ledger balance sheet reconciliations, as determined by Coordinator Financial Accounting.
- Assist in the preparation of the annual General Purpose Financial Statements and the Special Purpose financial statements, as directed by the Coordinator Financial Accounting.
- Develop financial reporting improvements using Microsoft products, and Council's financial software package, where possible, as requested by Chief Financial Officer, Senior Coordinator Financial Planning and Coordinator Financial Accounting.
- Other duties as directed by the Chief Financial Officer and Coordinator Financial Accounting.
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
 - familiarise yourself with our volunteers policy and standards
 - implement the policy and follow this Managing volunteers standard in a consistent and fair manner
 - undertake training needed to effectively coordinate volunteers
 - allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable,

ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.

- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working with Children) Act 2012*, the Child Protection (Working with Children) Regulation 2013 and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years.

Corporate

- Contribute to a positive workplace culture that embraces diversity and fosters the welfare of all staff.
- Undertake all activities in line with approved governance practices, especially in relation to risk, fraud and corruption.
- Contribute to the delivery of outcome necessary to achieve the goals and objectives of Council's currently adopted Community Strategic Plan.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in line with the NSW *Protection of the Environment Operations Act 1997*, the NSW *Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5. Duties

- Acts as a backup to peer Financial Accountant position to ensure business continuity and operational resilience during periods of leave, increased workload, or other temporary absences. This includes maintaining proficiency in investment management and reporting, grant accounting and acquittals, statutory and financial reporting, balance sheet reconciliations, and month-end accounting processes.
- Oversee and ensure compliance with Council's Business Activity Statement (BAS) obligations, including Goods and Services Tax (GST), Fringe Benefits Tax (FBT) instalments and Fuel Tax Credits.
- Preparation and lodgment of the annual Fringe Benefit Tax return.
- Weekly reconciliation of payroll superannuation payments to general ledger and submission to Superannuation funds.
- Ensure that all financial transactions are recorded with the correct GST treatment in the general ledger, in accordance with Australian Taxation Office (ATO) guidelines.
- Monthly ledger balance sheet reconciliations as determined by Coordinator Financial Accounting.
- Provide efficient and effective customer service to internal and external stakeholders.

- Reconcile Payday Superannuation payments every pay cycle.
- Assist in the preparation of the annual General Purpose financial statements, as directed by the Coordinator Financial Accounting.
- Identify, implement, and document ongoing business system improvements and operational efficiencies within the Finance section.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

6. Performance criteria

As per Council's performance management system.

Acknowledgement and agreement

Employee	Name:	
	Signature:	Date:
Supervisor	Name:	
	Signature:	Date: