

Position Description



Position Title Classification Position Number Incumbent	Capital Accountant Band 7
Directorate Department Team	Corporate Services Finance and Procurement Financial Performance and Planning
Date Prepared by	September 2026 Financial Performance and Planning Coordinator

Banyule City Council Overview	Banyule City Council is an award-winning organisation that prides itself on a customer-focused culture of innovation, best practice and continuous improvement. We uphold an enviable reputation for customer service and work diligently to maintain high-quality services to provide the best possible opportunities and outcomes for the community we represent. Our community is made up of diverse, cultures, beliefs, abilities, bodies, sexualities, ages and genders. We are committed to access, equity, participation and rights for everyone: principles which empower, foster harmony and increase the well-being of an inclusive community
Department and Team Overview	Finance and Procurement supports Council's financial stewardship through financial governance, procurement, revenue, payments, investment administration and reporting services. Within the Department, Financial Performance and Planning supports budgeting, forecasting, performance reporting and long-term financial sustainability. The Capital Accountant provides specialist leadership in fixed asset accounting, capital works and initiatives reporting, Development Contributions Plan administration and financial business partnering.
Position Objectives	• Manage Council's Fixed Asset Register, with a strong focus on asset accounting and relevant accounting standards, policies and procedures. • Provide financial business partnering advice on budget preparation, costing, forecasting, internal reporting and performance analysis to support strategic corporate objectives. • Lead the Development Contributions Plan Analyst to deliver Development Contributions Plan functions, reporting and projects. • Work with the Capital Delivery Team and project managers to support project forecasting and internal and external reporting on the Capital Works and Initiatives Program. • Work with the Asset Management Team to develop Council's Capital Works and Initiatives programs and support financial sustainability.

Our Values

All Banyule staff are to adopt the key values of Working Together Working Better and strive to meet these behaviours in carrying out their duties. Our core values are:



RESPECT is characterised by supporting each individual's dignity and worth.



INTEGRITY is the quality of staying true to our moral, ethical, and spiritual principles.



RESPONSIBILITY is acknowledging and accepting the choices we make, the actions we take, and the results they lead to.



INITIATIVE is characterised by having a proactive, resourceful and persistent approach to work.



INCLUSION is characterised by embracing and valuing the perspectives and contributions of all.

Key Responsibility Areas

This role will be responsible for the following key areas:

Asset Accounting and Fixed Assets

- Manage and maintain complex and accurate asset information in Council's Fixed Asset Register, ensuring financial data integrity across asset acquisition, valuation, depreciation and disposal processes.
- Prepare statutory reporting relating to fixed assets and ensure accounting treatments comply with Council policy, legislation and Australian Accounting Standards Board requirements.
- Provide technical financial advice and direction on asset accounting, relevant accounting standards, policies and procedures.

Capital Works and Initiatives

- Prepare monthly Capital Works and Initiatives reporting, including data collation and analysis, monthly forecasts, variance explanations and accurate reporting.
- Work with the Capital Delivery Team and project managers to improve project forecasting and report program delivery internally and externally.
- Support the Asset Management Team to develop Council's Capital Works and Initiatives programs and promote financial sustainability.

Development Contributions Plans

- Lead the development of future Development Contributions Plans and ensure plans and operational processes comply with legislation, government guidelines, ministerial directions, audit recommendations and Council business needs.
- With the Development Contributions Plan Analyst, advise internal and external stakeholders on DCP operations and process and administrative requirements.
- Manage the Development Contributions Plan Analyst, foster collaboration and ensure accurate DCP financial reporting, including Annual Report disclosures and DCP capital works forecasting.

Financial Business Partnering

- Provide extensive financial advice, expertise, analysis and business insights to the Assets and City Services Directorate across budgeting, forecasting, monthly reporting and performance analysis.
- Assist business leaders to manage and monitor budgets and enhance the financial management environment.

	• Provide effective and timely finance advice and services through a business partner model. Governance and Continuous Improvement • Develop and maintain business relationships across Council and deliver clear, accurate and timely financial information. • Provide input into policy, financial system development and process improvement within the position's expertise. • Support audit requirements and maintain accurate, transparent records for fixed assets, capital works and Development Contributions Plans.
Organisational Relationships	Position Reports to: Financial Performance and Planning Coordinator Supervises: Development Contributions Plan Analyst Internal Liaisons: All staff External Liaisons: Auditors, other municipalities, the department supporting the Planning Minister, government agencies, steering groups and the general public
Accountability and Extent of Authority	• Accountable to the Financial Performance and Planning Coordinator for delivering high-quality and timely financial information. • Operate within government legislation, Council policies, Australian Accounting Standards, guidelines, procedures and established accounting practices. • Manage Council's Fixed Asset Register and ensure correct assessment, interpretation, processing, maintenance and review of Council assets in accordance with policy, legislation and AASB requirements. • Lead the Development Contributions Plan Analyst and development of subsequent Development Contributions Plans, ensuring compliant operations and reporting. • Act as a effective financial business partner, influencing strategic investment decisions, long-term financial sustainability and capital program outcomes. • Assist the Coordinator to develop policies and provide input into system development and process improvement within the role's expertise.
Judgment and Decision Making	• With support from the Coordinator, provide specialist advice on financial performance and analysis matters. • Exercise judgement regarding accounting treatment of Council assets, budgets, forecasts and Development Contributions Plans. • Work with independence and autonomy, applying high-level technical skill to achieve well-defined objectives. • Apply sound judgement when interpreting legislation, accounting standards, policies and guidelines. • Resolve complex or technical issues that may require creativity and originality.
Specialist Knowledge and Skill	• Awareness of Council's Corporate Plan, its objectives and the broader legal and political context affecting Council. • Understanding of the long-term goals of Financial Performance and Planning, Finance and Procurement, Corporate Services and Council. • Strong analytical and investigative skills, including integration of financial data, service costing and budgeting. • Strong project management skills. • Well-developed knowledge of financial and accounting software and intermediate to advanced Excel skills.

	• Ability to interpret and apply relevant legislation, policies and procedures, particularly for development contributions. • General knowledge of urban planning principles and Planning and Environment Act requirements for development contributions. • Ability to understand and consistently maintain a large and structured Chart of Accounts. • Knowledge of local government accounting requirements, AASB standards and accounting principles.
Management Skills	• Well-developed time management, priority setting, planning and organisational skills to manage own work and, where necessary, other staff within available resources and timeframes despite conflicting pressures. • Support organisational risk management, including monitoring and analysing long-term financial sustainability, performance and DCP risks. • Leadership and management skills, including effectively managing staff performance and development and leading the team to achieve its objectives.
Interpersonal Skills	• Ability to communicate with and gain cooperation from internal and external stakeholders to obtain specialist financial information. • Well-developed written and verbal communication skills to prepare and provide advice on reports, correspondence, policies and procedures. • Ability to work effectively in a team environment, including motivating team members and colleagues. • Ability to influence internal and external stakeholders to achieve specific objectives.
Qualifications and Experience	• Tertiary qualification in accounting or finance. • Completed or working towards a CA or CPA qualification. • Experience in accounting, with exposure to asset accounting, budgeting, forecasting and financial reporting. • Experience in capital works reporting, financial analysis and systems, with advanced Excel capability. • Experience leading staff and coordinating specialist financial functions.
Key Selection Criteria	
1. Proven experience and demonstrated capability in asset accounting, forecasting and financial reporting. 2. Proven experience in corporate project management. 3. Demonstrated strong interpersonal skills and ability to proactively build relationships with key internal and external stakeholders. 4. Demonstrated excellent communication skills, particularly when providing advice on complex financial issues. 5. Leadership skills, including the ability to effectively manage staff performance and development. 6. General knowledge of Development Contributions Plans. 7. Tertiary qualification in accounting or finance and completed or working towards a CA or CPA qualification.	
Environmental and Sustainability Requirements	• Adhere to Council's Environment Policy and Environment Strategy. • Adhere to Council's Sustainability Code of Practice and Environmental Purchasing Guidelines.
OH&S and Other Risk Requirements	• Ensure a safe and healthy environment by fulfilling the responsibilities and requirements of Council's health and safety system and health and wellbeing program.

	• Exercise reasonable care to prevent injury to oneself and others who may be affected by one's duties and actions. • Exercise due care for Council property for which this position is responsible or issued. • Ensure a child-safe environment and contribute to a culture of child safety by fulfilling the responsibilities and requirements of Council's Child Safe Policy and procedures. • Adhere to and attend Council's Mandatory training.
Continuous Improvement Requirements	• Adhere to Council's Continuous Improvement Framework. • Ensure that processes and systems are fit for purpose and continuously reviewed to ensure the delivery of the best possible service to the community whilst demonstrating value for money.