



Position Description

Corporate Accountant

Date: September 2026

Division: General Manager's Office - Finance

Position title:	Corporate Accountant
Classification:	Grade 9 – Band 3 Level 3 of the Local Government (State) Award 2026
Reports to:	Chief Financial Officer (CFO)
Direct reports:	NIL
Liaison:	Internal – All Council staff External – Suppliers, contractors, government departments, funding bodies
Position purpose:	The Corporate Accountant plays a key role within Uralla Shire Council's Finance Team, ensuring the accurate, compliant and efficient management of Council's financial operations and accounting systems. The position is responsible for maintaining the integrity of financial records, supporting sound financial governance, and delivering timely financial reporting and analysis to inform strategic decision-making. Working closely with the Chief Financial Officer, senior management and operational departments, the Corporate Accountant contributes to the preparation of Council's annual budget, long-term financial planning and forecasting processes. The role also oversees statutory and regulatory compliance requirements, including taxation obligations, financial reporting, audit coordination, and adherence to relevant accounting standards and legislation. The Corporate Accountant supports continuous improvement in financial systems, controls and processes, fostering transparency, accountability and operational efficiency across the organisation. Through the provision of high-quality financial advice, analysis and reporting, the position contributes to the sustainable financial management and long-term success of Uralla Shire Council.
All activities comply with all Work Health and Safety legislation, policies and procedures. This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. Multi-Factor Authentication (MFA): The incumbent may be required to use multi-factor authentication to access certain systems and data. This security measure is implemented to ensure the protection of sensitive information and to comply with Council security practices. All staff are expected to demonstrate behaviours that align with Council's core values, Code of Conduct, Work, Health and Safety and Equal Employment Opportunity Principles. You may be required to perform your role from any work location within the region.	

1. Organisational Commitment

Employees are required to work in a manner that is consistent with legislative requirements and the Uralla Shire Council mission, values and customer service.

Mission: Uralla Shire Council listens to and facilitates the aspirations of the community.

Values:	Unity	We succeed as a team with integrity and accountability Indicators: no dishonesty; mistakes are identified and corrected.
	Safety	Keeping our people and community safe Indicators: Hazard reporting is high; incident occurrence is low.
	Commitment to Service	We use resources efficiently in an equitable manner Indicators: Council service is fair, tailored and within resources.

Council service principles:

Respect	<i>All people are equal</i>
Accountability	<i>In the interest of the community</i>
Honesty	<i>We act on facts</i>
Efficiency	<i>Value-for-money use of resources</i>
Equity	<i>We are genuinely fair</i>
Communication	<i>We are clear and concise</i>

Accordingly all employees are to demonstrate the following inherent requirements:

- **Professionalism, Integrity & Ethics**– display a high level of effort and commitment to work performance, exercise reasonable skills and diligence, adhere to Council and industry standards and codes of ethics, and demonstrate trustworthiness and responsible behavior.
- **Teamwork** - encourage and facilitate cooperation, pride, trust, and group identity; foster commitment and team spirit; work cooperatively with others to achieve required outcomes.
- **Customer Service** - work and communicate with the general public, internal and external customers to provide information and quality services targeted to meet customer expectations.

2. Licence and Compliance Training Requirements

In addition to maintaining industry knowledge, this position requires the following licence and training requirements to be maintained as a minimum.

- Current Police Check
- Current C class drivers' licence
- Membership of a recognised professional accounting body
- The Corporate Accountant is expected to actively maintain and enhance professional knowledge and skills relevant to the position

Additional individual training and professional development opportunities will be discussed throughout the year and incorporated into an individual training and development plan, to support ongoing skill development, role effectiveness, and continuous improvement.

3. Responsibilities, Competencies and Accountabilities

Core Responsibilities

- Manage and maintain the financial accounting systems, ensuring data integrity, accurate recording and reporting.
- Assist in the preparation and review of the Council's annual budget and financial forecasts.
- Prepare financial statements and reports in compliance with applicable regulations for external stakeholders, including government bodies, auditors and other third parties.
- Coordinate and participate in financial audits, responding to auditor queries and implementing audit recommendations.
- Conduct financial analysis to support strategic decision-making and identify cost-saving opportunities.
- Manage taxation matters, including Fringe Benefits Tax, GST compliance.
- Work collaboratively with cross-functional teams to enhance financial systems and controls.

Key Tasks

As per those determined in the annual divisional review and within the essence of the positions core responsibilities, (as set out above), notwithstanding the need to review and alter the list in response to operational changes, workloads and staff development on an on-going basis. Where it is required that tasks need to be added/removed this will be clearly communicated to the incumbent.

Competencies and Accountability

The incumbent will be required to have competencies and accountability relevant to the position in-line with those set out in the Local Government (State) Award for Band 3 Level 3.

Performance Measures

As per those set out in the annual performance assessment. Performance measures are determined giving consideration to the desired objectives of the organisation as set out in the Community Strategic Plan and the Operational Plan and Delivery Program.

Delegation of Authority

Delegations of Authority are detailed under separate official delegation instrument through the General Manager and are reviewed annually.

The freedom to act and make decisions is governed by clear objectives and budgets with frequent prior consultation with management and a regular reporting mechanism to guarantee adherence to such objectives and budgets.

4. Terms and Conditions of Employment

Required personal attributes and qualities

- Leadership – The ability to demonstrate and provide leadership in the long term interests of the organisation.
- Understanding and acceptance of a change culture – The ability to embrace a continual change position and readily look to seek out and implement new initiatives for the betterment of the community and for the long term sustainability of Council's operations.
- Relationships – The ability to build effective and productive relationships within internal and external stakeholders.
- Commitment, attitude and application to duties – The ability to apply an appropriate level of commitment, attitude and application to duties which will result in measurable outputs and results against identified performance indicators.
- Professionalism – The ability to participate and contribute as a team member in a manner which is supportive and professional, including being respectful of differences of opinion, whilst maintaining the ability to accept the final determination.
- Cooperation and cohesion – The ability to maintain cooperation and cohesion when undertaking all duties in an environment where leadership is provided and professional standards are observed.
- Positive and proactive – The ability to maintain a positive and proactive disposition in times of contradiction and challenge to ones' professional and ethical position.
- Practical and common sense approach – The ability to apply a practical and common sense approach to problem solving and to look for innovative solutions.
- Ethics, integrity and values – to always display ethics, integrity and values that reflect personal conduct beyond reproach.

Corporate Accountabilities

- Comply with all legislative requirements of the role.
- Personal and professional behavior is consistent with the values outlined in the Model Code of Conduct for Local Councils in NSW and the Uralla Shire Council Workplace Standards of Conduct.
- Adhere to Council plans, policies, and protocols, and (as required) actively document and revise procedures to make sure they remain current and relevant.
- Store and maintain corporate records in Councils electronic document management system in accordance with relevant protocols, procedures and the State Records Act.
- Actively share information and knowledge on issues, training and practices to relevant staff.
- Identify and subsequently remove, mitigate against or minimize exposures to risk.
- Dress appropriately for the role, including wearing an appropriate uniform if required.

Perform as a Team Member

- Productively and cooperatively contribute to the outcomes of work teams.
- Attend and positively contribute to team meetings.
- Take responsibility for and manage own work and contribute to a productive team and work environment.
- Work cooperatively and proactively to achieve the objectives of Services Plans and the priorities identified in the Community Strategic Plan.
- Regularly review and appraise own performance against required levels.
- Undertake an annual performance assessment and contribute to the development of annual work and training plans.

Customer Service Responsibilities

- Comply with Councils Customer Service Charter and Standards.
- Be accessible and provide customers with clear and accurate information.
- Communicate with customers in a professional and courteous manner.
- Maintain a proactive flow of information with customers.
- Manage customer enquiries, complaints and record keeping within required timeframes.
- Maintain a high standard of personal hygiene and grooming.

Work Health and Safety Responsibilities

- Follow safe practices/procedures to perform your duties in a manner so as not to put yourself or others at risk of harm.
- Immediately report any hazards, incidents and accidents to the relevant supervisor and take appropriate action.
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified.
- Participate in the development and review of Risk Assessments.
- Report all incidents and near misses.
- Comply with the return to work program.

EEO and Anti-discrimination Responsibilities

- Adhere to all legislation and follow all protocols and procedures.
- Act to prevent workplace harassment or discrimination and report any known incidents.

5. Selection Criteria

Required qualifications, licenses and physical attributes

- Tertiary qualifications in Accounting, Finance, or a related field, and hold (or be in the process of holding) a qualification such as CA, CPA etc.
- Ability to obtain and maintain a satisfactory National Police History Check.
- Must hold and retain an Australian C Class Drivers licence, or a valid licence to drive in Australia
- Physically capable of carrying out the inherent requirements of the job.

Essential Criteria

- Extensive and demonstrated previous experience in accounting function, preferably in local government, or in audit firms, and knowledge of application of accounting standards and principles.
- Strong analytical skills with the ability to interpret financial data and provide meaningful insights.
- Proficient in financial software, accounting systems, and MS Office suite of products, particularly Excel.
- Excellent communication and interpersonal skills to effectively interact with stakeholders at all levels.

6. Acknowledgment

I have received and read the position description as detailed above.

Name:

Date:

Signature:

Key tasks, performance measures and delegations of authority documents will be provided by your supervisor.

Please note- Position Descriptions are regularly reviewed to make sure they are current and may need to be altered from time to time. Any changes will only occur following consultation with the incumbent and will reflect the organisational requirements at the time.