



City of
Kalgoorlie
Boulder

Position Description

Position Title: Financial Accountant

Position Details

Position Number	1215
Position Classification	Level 9/1 – 9/7
Status	Permanent – Fixed Term
Directorate	Corporate and Commercial
Work Location	Administration Building
Reports To	Manager Finance
Supervisory Responsibility	Nil

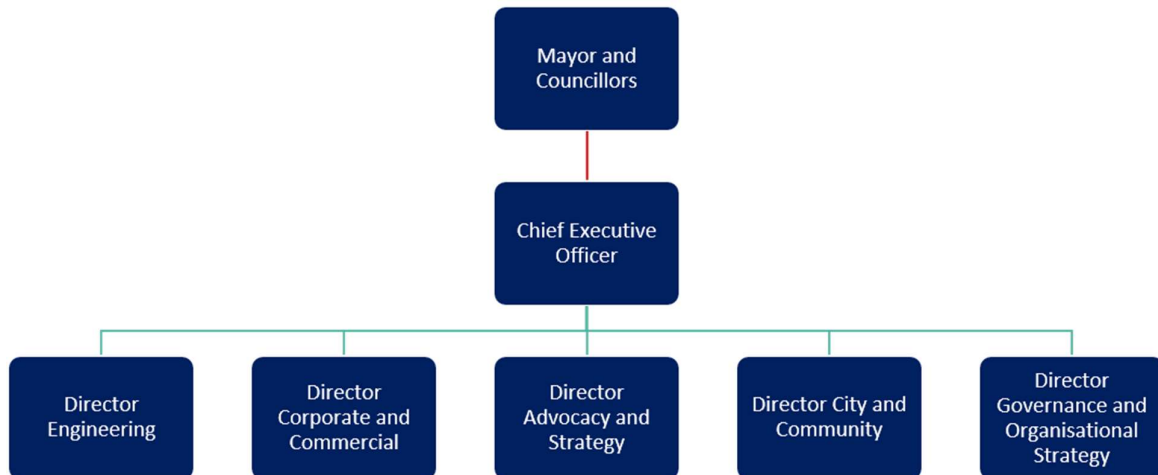
Organisational Overview

The City of Kalgoorlie-Boulder is a thriving regional city covering an area of 95,000 km² and home to over 30,000 people.

The City owns and manages contemporary community facilities, hosts a range of first-class events, and provides significant community investment in grants and sponsorships.

The City employs 400 plus staff members who operate out of eight City facilities. The Council employs the CEO, who is supported by the Executive Leadership Team, whose structure is set out below.

Organisational Structure



Vision, Mission and Corporate Values

VISION

Connected by its many communities, abundant in economic and lifestyle opportunities.

By 2050, Kalgoorlie-Boulder is a thriving, sustainable, and globally connected regional city — shaped by our Goldfields legacy and a rich Aboriginal heritage.

Kalgoorlie-Boulder is more than a place to live — it's a place of opportunity and innovation, where diverse industries, quality infrastructure, and lifelong learning contribute to a city where families and businesses grow and prosper, communities connect, and visitors feel welcome.

MISSION

'Working together for the place and people we call home.'

ACTRITE

Our Values for Performance and Accountability

Guiding our culture of performance, integrity, and impact

- A Accountability** We take ownership of our actions and outcomes, delivering on our commitments.
- C Collaboration** We work together with shared purpose to achieve common goals.
- T Teamwork** We support one another, celebrate success and grow stronger together.
- R Respect** We treat others with dignity, value diverse perspectives and build inclusive relationships.
- I Integrity** We act with honesty, fairness, and ethical responsibility in all we do.
- T Transparency** We communicate openly, share information freely and foster trust.
- E Excellence** We pursue high standards, continuous improvement and impactful results.

Together, we ACTRITE.

Position Overview and Purpose

This position is responsible for delivering accurate, timely and compliant financial reporting, ensuring strong balance sheet integrity and adherence to legislative and accounting requirements. This role supports the financial health of the Local Government by providing reliable financial information and insights for decision-making

Position Accountabilities

Key accountabilities

- Assist with the preparation of monthly financial reports, supporting the Finance Manager in ensuring Balance Sheet Reconciliations and best practice accounting practice is followed.
- Ensure all deadlines for weekly, monthly, quarterly and annual reporting are met.
- Review financial position with allocated Managers Monthly and provide timely forecasting to the Manager Finance and Director Finance, People and Culture.
- Responsible for ensuring all subsidiary ledgers reconcile to the general ledger.
- Manage activity-based costings, automatic plant recovery, and labour overhead ensuring this is reviewed annually and reconciled monthly.
- Assist with annual budget, budget review and annual statement preparation.
- Assist with annual audit preparation and liaise with auditor.
- Review the City's investment portfolio and provide recommendations in accordance with the City's Investment Policy.
- Provision of Monthly Statement of Financial Activity by legislated deadlines.
- Reconcile and analyse key financial data, provide support to allocated business units and officers in business decision making.
- Provision of Management & Financial Reporting to Committees.
- Manage grant compliance, reporting and acquittals, including liaison with auditors.

Key Performance Indicators

- Assist with completion of Mid-year budget completed by mid-Feb, and Annual budget to be drafted by 30 April.
- Assist with completion of Financial Statements.
- Quarterly review and update of ABC's, PWOHs and POC. Ensure reconciled by YE.
- Complete monthly, quarterly and annual reports by deadlines.
- Review and update of Policy and Procedures.
- Completion of balance sheet reconciliations.
- Complete Grant Acquittals by deadlines.
- Monthly meetings with allocated business unit Managers.

Judgement & Decision Making

- Respond promptly to instructions and where necessary seek clarification to ensure effective completion of work.
- Self-manage workload and apply good judgement and problem-solving skills to situations with guidance from the supervisor.
- Apply legislation and Council policy direction to decision-making with guidance from the Manager.
- Work together effectively with supervisor/manager and team colleagues to develop efficient operational practices and standards.
- Apply knowledge and skills to ensure consistent quality outcomes.

Skills & Knowledge

- Completion, or working towards a formal degree qualification in Business/Commerce with a Major in Accounting OR Diploma in a similar discipline.
- Working knowledge of GST legislation and reporting requirements and practical experience in accounting functions.
- Working knowledge of Local Government and Australian Accounting Standard 27 (AAS27).
- Advanced computer skills and knowledge of Microsoft Office Suite.
- Excellent time management skills and the ability to meet deadlines.
- Ability to work though and solve problems independently.
- Strong team player and mentor with proven ability to work autonomously with initiative and make decisions.
- High level of presentation, written and verbal communication and excellent interpersonal skills with an ability to liaise effectively with internal and external customers.
- Demonstrated ability to handle private, confidential and sensitive information.
- Current satisfactory National Police Clearance.
- Current WA "C" Class driver's licence.

Corporate Accountabilities

Behavioral Responsibilities

- **Accountability** - We take ownership of our actions and outcomes, delivering on our commitments.
- **Collaboration** - We work together with respect and shared purpose to achieve common goals.
- **Teamwork** - We support one another, celebrate collective success and grow stronger together.
- **Respect** - We treat others with dignity, value diverse perspectives and build inclusive relationships.
- **Integrity** - We act with honesty, fairness and ethical responsibility in all we do.
- **Transparency** - We communicate openly, share information freely and foster trust.
- **Excellence** - We pursue high standards, continuous improvement and impactful results.

Corporate Responsibilities

- Adhere to all City of Kalgoorlie-Boulder policies and procedures.
- Understand the principles of strong customer service and undertake duties in accordance with the City's Customer Service Charter.
- Ensure that all stakeholders are dealt with in a timely, courteous, and professional manner.
- Takes responsibility for and actively undertakes risk management activities in accordance with the City's Risk Management requirements.
- Promote positive and collaborative culture and values of the organisation through open, fair, and transparent decision-making and ethical, professional behaviour.
- Ensure that you take reasonable care to ensure your own health and safety and that of others.

