

We are currently inviting applications for a **Financial Accountant** to become a valued member of our Financial Services team.

About the role

This position will include providing asset, financial and systems accounting services as a member of the Financial Management Team supporting all departments within Council as required.

We're seeking a candidate with outstanding verbal and written communication skills, capable of preparing high-quality financial reports and delivering expert advice to senior officers. The ideal applicant will demonstrate strong organisational and problem-solving abilities, with a collaborative approach and the capacity to coordinate activities across teams.

Why work for us?

- 9-day fortnight (72.5hr fortnight)
- Up to 12% Employer Superannuation with ability to salary sacrifice employee contribution.
- 5 weeks Annual Leave per year
- 13 weeks Long Service Leave after 10 years' service – pro rata available after 7 years
- Salary Packaging available
- Supportive and motivating team
- Active Social Club
- Fitness Passport Program
- Flexible work arrangements
- Relaxed lifestyle, boating, fishing, sports facilities, private and public schooling options up to Grade 12, cultural venues and events and all of this situated in a thriving agricultural community only an hour away from Townsville or two hours from the magical Whitsundays.

Applicants should familiarise themselves with the entire position description.

The applicable annual salary for this position is \$107,740, with the commencing salary dependent upon the skills and experience of the successful applicant.

Applications for **26/01 – Financial Accountant** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria
- Copies of relevant qualifications and licences

Applications can be submitted using one of the following methods:

- Email – employment@burdekin.qld.gov.au
- Mail – Confidential Application No. 26/01, PO Box 974, Ayr Qld 4807

Applications will remain open until the position is filled. Word or PDF format is preferable.

For further information please contact the Financial Management Coordinator – Helen Swinney on (07) 4783 9800.

It is essential to respond to each criterion with one or two paragraphs explaining how you have demonstrated each skill or quality, with examples from your work experiences. Short-listing of candidates will be based upon an assessment of how well the following selection criteria are addressed.

Essential

1. Demonstrated experience in managing asset accounting, preparing financial reports, and coordinating budgeting activities.
2. Demonstrated experience in using financial systems and reporting tools to support council operations and decision-making.
3. Demonstrated experience in interpreting and applying accounting standards and legislation, including accrual accounting and GST requirements.
4. Demonstrated ability to work as part of a team and support others in achieving shared financial and operational goals.

Position Number	20067
Certified Agreement	Burdekin Shire Council Certified Agreement
Award	Queensland Local Government Industry (Stream A) Award – State 2017
Award Section	Section 1- Administrative, clerical, technical, professional, community service, supervisory and managerial services
Award Level	Level 6
Reports To	Financial Management Coordinator
Place of Employment	Council Chambers, 145 Young Street, Ayr

Position Objective

The Financial Accountant plays a key role in supporting Council's financial operations by delivering expert accounting and reporting services. This position ensures the effective delivery of financial services and maintains high standards of service for both internal and external customers.

Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly, the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Research, monitor and ensure compliance with the financial requirements of the Local Government Act and Regulations, Statutory Bodies Financial Arrangements Act, Australian Accounting Standards and relevant taxation legislation.
- Ensure all fixed asset transactions are accurately processed in accordance with relevant legislation, internal policies, and applicable accounting standards.
- Provide asset management accounting advice with a high degree of judgement, initiative and confidentiality to senior and subordinate Council Officers.
- Assist in maintaining Council's financial systems including general ledger, budget ledger parameters, Masterfile records and asset management database, to ensure accurate and efficient financial operations
- Prepare, design, and distribute timely, efficient, and relevant management reports to support informed decision-making across Council and its various departments.
- Assist with the preparation of annual and revised budgets and financial statements with the Financial Management Coordinator and other Financial Accountants.
- Assist in interpreting the requirements of accounting standards and relevant legislation to ensure accurate application of accrual accounting principles, GST taxation obligations, and asset management accounting practices within the local government environment.
- Contribute to the development and implementation of procedures and guidelines that support council's financial policies and procedures.

- Assist with end-of-period and end-of-year reconciliation processes, reporting procedures, and the preparation of supporting workpapers to ensure accurate and compliant financial outcomes.
- Assist in delivering accounting projects in collaboration with the Financial Management Coordinator, applying sound professional judgement, initiative, and confidentiality.
- Support the Financial Management Coordinator to ensure the completion of all council's statutory reporting functions including audit.
- Other duties as delegated by the Financial Management Coordinator that are within the employee's skill, competence and training.

Position Requirements

Knowledge

- Comprehensive knowledge of asset management and accounting principles, relevant standards and legislative requirements governing the financial operations of local government.
- Comprehensive knowledge of computerised financial systems.
- Comprehensive knowledge of the function and operation of sections and departments within Council's structure.
- Comprehensive understanding of asset management accounting, accrual accounting and budgeting practice and procedures.
- Comprehensive knowledge of work activities performed within the Council structure.
- Sound knowledge of policies, regulations and statutory requirements relating to the work area.

Skills

- Comprehensive skills in operation of computerised financial systems.
- Intermediate to advanced skills in the use of Excel.
- Intermediate to advanced skills in written communication including report writing.
- Sound problem-solving skills.
- Sound time management skills.
- Sound interpersonal and oral communication skills.
- Proficient in operation of computer software systems/packages and Microsoft Office.

Abilities

- Ability to interpret and apply requirements of accounting standards, legislative requirements for accounting, budgeting and reporting.
- Ability to assist senior officers with specific projects.
- Ability to apply knowledge, judgment, and organisational skills gained through qualifications and experience to resolve procedural issues and coordinate activities within the work area.
- Ability to motivate others, foster cooperation, and effectively discuss and resolve problems to support team and operational success.
- Ability to set clear objectives for yourself and others, take a forward-looking approach, and deliver outcomes within agreed parameters.
- Ability to communicate effectively using appropriate styles and methods, while building and maintaining strong relationships with internal and external stakeholders.
- Ability to anticipate challenges, identify solutions, embrace opportunities for improvement, and take ownership of continuous enhancement beyond expectations.

- Ability to adapt thinking and behaviour to suit changing circumstances, encourage new ways of working, and actively contribute to a collaborative team environment.

Other Requirements

- Apply conditions of confidentiality to all work-related documents, information and situations.
- Personal attributes of honesty and integrity, commitment, enthusiasm, reliability, personal presentation adaptability and the ability to deal with pressure.

Experience and Qualifications

- Degree or associate degree in areas of Accounting / Management / Business Administration / Local Government or relevant experience in related field.
- Current CA Class Queensland driver's licence.
- Considerable experience with asset accounting, financial statement preparation and budgeting.
- Experience with Technology One financial systems software.

Award Classification

These classification characteristics are drawn directly from the Queensland Local Government Industry (Stream A) Award – State 2017, and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

Organisational Relationships

- Works under limited direction.
- Supervision of employees.

Extent of Authority

- May manage a work area.
- Exercise a degree of autonomy (advice available on complex or unusual matters).
- Manages significant projects and/or functions.

Core Competencies

These competencies relate to positions at this Award level:

Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.

Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.

- Explore customer's expectations and base the service on this knowledge.
- When appropriate, treat major customers like business partners in designing Council's services.

Communication

- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences.
- Clearly express opinions, ideas, and information to colleagues.
- Provide complex information in plain language.
- Speak in a manner that suits the audience.
- Actively listen.

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.
- Implement strategies for improving quality.
- Monitor implementation of strategies for improving quality and take necessary corrective action.

Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.
- Implement strategies for reducing adverse impacts on the environment.
- Monitor implementation of strategies for reducing adverse impacts on the environment and take necessary corrective action.

Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.
- Anticipate problems and risks and modify work methods appropriately.

Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.
- Analyse and improve efficiency in the workplace.

General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore, you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.