

Accountant

Position Description

Group	City Administration	Department	Financial Services
Reports To	Principal Financial Accountant or Principal Management Accountant	Direct Reports	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2 - Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	City of Moreton Bay Certified Agreement 2025 EBA6 Wage Level	Schedule 1, Level 5 to Level 6

Position Purpose

The position will undertake a range of accounting activities in accordance with accounting practices , standards and legislation to ensure departmental outcomes are achieved.

Position Context

Having regard for the varying scope and complexity of work required to be performed by an Accountant, this position has been approved as a broad-banded position. The intent is to allow the appointment of team members at an appropriate level based on their professional experience in comparison to the complexity of the tasks they will manage.

Key Responsibilities and Outcomes

As an Accountant you will:

- Provide financial advice on financial matters to management and team members in accordance with current accounting standards, practices, policies, legislation and Council's strategic and operational plan.
- Ensure adequate controls and processes are in place within council to reduce the risk of financial non-compliance and the integrity of the data recorded in Council's financial systems is maintained by creating sound reporting mechanisms and periodic reconciliations.
- Develop and implement financial modelling tools that provide the Council with strategic financial and business performance planning and analyse new business proposals.
- Participate in the planning and delivery of Council's annual financial statements, annual report and other periodic financial reports, including the development of appropriate notes and work papers.
- Participate in the preparation and ensure compliance for all of Council's taxation matters including GST, FBT and TPAR returns.
- Assist in the provision of treasury services.

- Participate in the planning and delivery of Council's annual budget, quarterly reviews and long-term financial forecasts as required.
- Contribute to a positive team environment in order to achieve, a high performance, continuous improvement and customer focused outcomes.
- Proactively engage with key stakeholders, understand their business needs and provide sound advice to inform decision making.

Additional Information:

- This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.

Our Values

Our values:
guiding how we
work and shaping
our future.



Decision Making

<i>Budget</i>	Nil
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Sound knowledge and application of accounting practices, procedures, standards and legislation.
- Demonstrated experience providing financial advice to key stakeholders.
- Strong attention to detail and the ability to undertake accounting activities with efficiency and accuracy.
- Strong interpersonal skills, with a strong focus on providing quality customer service.
- Strong oral and written communication skills.
- Excellent time management skills and the ability to manage conflicting priorities and meet deadlines.
- Strong people and relationship management skills with the ability to work in a positive team environment communicating and engaging effectively at all levels.

Success Profile

Level 5 Accountant - To perform this role the staff member will bring:

- An ability to provide sound financial advice on financial matters to management and team members in accordance with current accounting standards, practices, policies, legislation and Council's strategic and operational plan.
- The capability to ensure adequate controls and processes are in place within council to reduce the risk of financial non-compliance and the integrity of the data recorded in Council's financial systems is maintained by creating sound reporting mechanisms and periodic reconciliations.
- An ability to assist in the development and implementation of financial modelling tools that provide the Council with strategic financial and business performance planning and analyse new business proposals.
- An ability to assist in the planning and delivery of Council's annual financial statements, annual report and other periodic financial reports, including the development of appropriate notes and work papers.
- An ability to assist in the preparation and ensure compliance for all of Council's taxation matters including GST, FBT and TPAR returns.
- An ability to assist in the provision of treasury services.
- An ability to assist in the planning and delivery of Council's annual budget, quarterly reviews and long-term financial forecasts as required.
- An ability to contribute to a positive team environment in order to achieve, a high performance, continuous improvement and customer focused outcomes.
- An ability to engage with key stakeholders, understand their business needs and provide sound advice to inform decision making.

Level 6 Accountant - To perform this role the staff member will bring:

- An ability to provide specialist financial advice on financial matters to management and team members in accordance with current accounting standards, practices, policies, legislation and Council's strategic and operational plan.
- Sound ability to ensure adequate controls and processes are in place within Council to reduce the risk of financial non-compliance and the integrity of the data recorded in council's financial systems is maintained by creating well developed reporting mechanisms and periodic reconciliations.
- An ability to leading the development and implementation of financial modelling tools that provide the Council with strategic financial and business performance planning and analysis of new business proposals.
- An ability to lead the planning and delivery of Council's annual financial statements, annual report and other periodic financial reports, including the development of appropriate notes and work papers.
- An ability to prepare and ensure compliance for all of Council's taxation matters including GST, FBT and TPAR returns.
- An ability to lead in the provision of treasury services
- An ability to lead the planning and delivery of Council's annual budget, quarterly reviews and long-term financial forecasts.
- An ability to act as a point of escalation for other members of the team, providing peer reviews, coaching and guidance in relation to more complex matters.
- An ability to be a leader in creating a positive team environment to achieve high performance, continuous improvement, and customer focused outcomes.
- An ability to oractively engage and influence key stakeholders to understand their business needs and provide them with skilled advice to inform decision making.

Remuneration and Progression

Positions will be established with the range of Level 5 to 6 and team members will be appointed based on their demonstrated skills and experience commensurate with this framework.

Progression from level 5 to 6 will not be automatic. Reviews will be scheduled with each team member annually. Progression will be assessed on an individual basis with justification provided to the General Manager for their consideration utilising the Accountant Broad Banding Review Form, referencing the criteria outlined at each Level under this framework.

Please note: When assessing progression, management accountants will be assessed against the key responsibilities that relate to management accounting. Financial accountants will be assessed against the key responsibilities that relate to Financial Accountants.

Qualifications

- Degree in Accounting and/or Commerce or equivalent.