

FINANCIAL ACCOUNTANT – POSITION DESCRIPTION**OUR VALUES & BEHAVIOURS****Proudly United****Value Statements:**

We are proudly united as a team, as members of EGW and as members of our community.

We work towards a common goal in a safe, respectful and inclusive workplace.

We celebrate success together.

Enabling Behaviours:

Share information and openly communicate

Understand your role in achieving the common goal and own it

Actively listen and participate

Support and encourage others

Truly Authentic**Value Statements:**

We act openly and honestly in everything we do and earn the trust of others by delivering what we promise.

We understand our strengths and our limitations.

We earn respect.

Enabling Behaviours:

Have the courage to do what's right even if it means taking the hard road.

Mean what you say and say what you mean

If you don't know ask!

Passionately Innovative**Value Statements:**

In an ever changing world our key to success is innovation and making the most of our resources.

We achieve this by challenging the status quo, collaborating and embracing change.

We value each other's ideas and learn from honest mistakes.

Enabling Behaviours:

Don't be afraid to ask questions and challenge respectfully

Put it on the table

Be curious and have an open mind

Explore opportunities and be willing to accept risk

Embrace change

Openly Accountable**Value Statements:**

We take personal responsibility and accountability for our actions and their outcomes.

We have a clear understanding of what is expected of us and act accordingly.

We seek to understand the changing needs of our internal and external customers and respond appropriately.

Enabling Behaviours:

Follow through

Be proactive

Hold self and others accountable, respectfully

Own your actions

Admit mistakes: learn from them & move forward

ABORIGINAL ACKNOWLEDGMENT

We acknowledge and respect the Gunaikurnai, Bidjell and Ngarigo Monero people as the Traditional Custodians of East Gippsland's land and waters. We pay our respects to their Elders both past, present and future leaders.

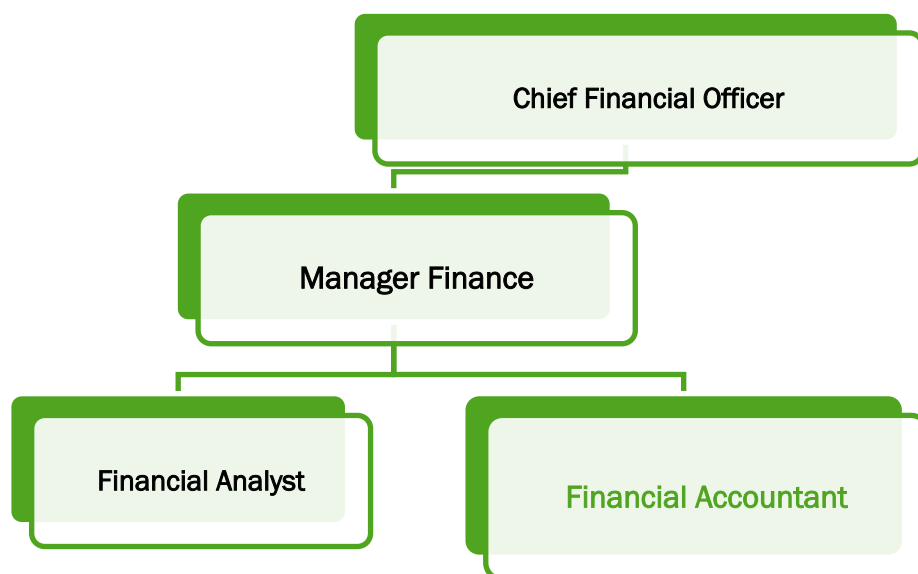
We recognise and respect their unique cultural heritage beliefs, and intrinsic connection to Country, that continues to be important to them today.

We have a strong commitment to building and developing our relationships and partnerships with Aboriginal and Torres Strait islander peoples, communities and organisations in the East Gippsland region and beyond.

POSITION DETAILS

Position Title:	Financial Accountant	Effective Date:	September 2026
Department:	Business	Job Location:	Bairnsdale Office
Reports To:	Manager Finance	Supervises:	Nil
External Contacts:	Local, State and Federal Government departments, consultants, banks and financial institutions, software and hardware suppliers, auditors, creditors and debtors to the Corporation		
FTE Classification:	1.0	Position Number:	SD-2-0003
Prepared By:	People, Safety, and Culture; Manager Finance	Approved By:	Chief Financial Officer

ORGANISATIONAL CHART



ABOUT THE ROLE

The Financial Accountant will assist the Finance, Business Team in accurately producing financial and accounting information, reporting and monitoring, adhering to stated policies and directions leading to efficient and effective outcomes in meeting the goals of the Corporation.

WHAT YOU WILL BE DOING

Financial Reporting	• Contribution to the preparation of the monthly financial board reports in conjunction the Manager Finance and Chief Financial Officer. • Prepare external reporting for various government agencies. • Maintain financial management system reports and develop additional reports as requested. • Provide support in the preparation of the Corporation's Annual Financial Report. • Preparation of taxation, borrowings and other compliance reporting requirements including compliance with ATO obligations such as BAS, GST and PAYG. • Assist with internal and external audit requirements.
Financial asset accounting	• Ensure costing of projects and allocation of on-costs and overheads are accurate and transparent. • Maintain and reconcile the financial aspects of the Corporation's Asset accounting system. • Asset revaluation processing
Budgeting	• Support the preparation of the annual operational Corporate Plan budgeting process. • Assist with regular reporting requirements to support decision-making.
Inventory	• Oversee control of inventory management.
Cash Flow	• Monitor and report on cash flow management.
Leadership	• Support the Finance team as required. • Provide and pass on relevant knowledge and training to team members and other employees as required. • Communicate effectively between the team and other sections of EGW. • Carry out other duties as required.
Culture, Values & Behaviours	• Remain open, approachable and available for all staff within the team, promoting a positive, optimistic and enthusiastic work culture. • Build a supportive and cooperative environment, one that recognises the value of collaboration. • Support a workplace culture that enables diversity, fair and inclusive practices • Represent and role model EGW Values & Behaviours, including Proudly United, Truly Authentic, Passionately Innovative and Openly Accountable.

Health, Safety & Environment	• Communicate, apply, and promote Health, Safety and Environment policies, procedures and safe systems of work. • Contribute to developing a safe working culture through leading by example and acting responsibly for the safety of self and others. • Ensure activities are conducted in accordance with our risk management, environment and workplace health and safety management frameworks.
Records Management	• Employees are responsible for capturing full and accurate records that adequately document business activities and support any decisions made at East Gippsland Water in the Corporations Record Management system. • Conduct all customer and employee queries in a sensitive and confidential manner, ensuring the privacy of East Gippsland Water employees and customers

SKILLS, QUALIFICATION & EXPERIENCE

SPECIALIST SKILLS

Required:	Desirable:
• Financial asset accounting • Job costing • Inventory • Debtor and creditor management • Accounting Standards, regulations and business planning • Budget preparation and monitoring • Financial reporting • Reconciliations and audit • Taxation reporting requirements • Budgeting • Cash flow reporting • Microsoft Excel	• Technology One experience • Payroll processing • Asset revaluation experience

LEADERSHIP SKILLS

Required:	Desirable:
• The ability to manage time, plan and organise their work and establish priorities to meet objectives. • Ability to analyse and interpret financial data. • Demonstrated competence in planning allocated tasks or projects. • Ability to provide professional/technical advice, guidance and training to staff on routine accounting issues.	• The ability to work without direct supervision.

INTERPERSONAL SKILLS

Required:	Desirable:
• Communicate effectively with supervisors, staff and customers. • Possess well developed written and oral skills, being able to prepare reports and external correspondence. • High attention-to-detail and problem-solving skills. • Show initiative and work closely with the Manager Finance to add value to the Corporation.	

QUALIFICATIONS

Required:	Desirable:
• A tertiary qualification in Accounting, Business or Commerce with the desire to advance • Mandatory trainings throughout course of employment	• CPA, CA or IPA membership • Current motor vehicle license to drive a motorcar in the State of Victoria.

EXPERIENCE

Required:	Desirable:
Minimum of 5 years of relevant experience working in an accounting related position	- Experience in dealing with the public. - Experience in an office environment with focus on working in a team to achieve outcomes.

KEY SELECTION CRITERIA

1. A degree in Accounting or Finance, with a demonstrated sound understanding of financial principles.
2. Well-developed time management and problem-solving skills combined with the ability to prioritise to ensure high quality and accurate outcomes during times of peak activity whilst ensuring attention to detail.
3. Well-developed interpersonal skills ensuring the ability to work effectively with people at all organisational levels.
4. Effective project management skills, including the ability to work in and utilise a team-based approach to achieve outcomes.
5. A positive attitude towards personal development and knowledge of East Gippsland Water and/or the water industry, development including being accountable, innovative, passionate and united to achieve corporate objectives.

ADDITIONAL REQUIREMENTS

Employees must be capable of fulfilling the requirements of the position with regard to the inherent activities/hazards and be able to meet any control measures provided in the interests of health and safety. However, reasonable adjustments will be made for persons with disabilities, impairments or cultural considerations unless to do so would impose an unjustifiable hardship, or result in the role not being able to be undertaken in a safe manner.

EGW is committed to an embedding and supporting a culture of inclusion through living our organisational Values and Behaviours, and through the principles identified in the Code of Conduct. EGW also respects an Enterprise Agreement made between the Corporation and its Employees.

All employees are required to uphold East Gippsland Water Code of Conduct and Values and Behaviours at all times. All East Gippsland Water employees are Victorian Public Sector employees and are also required to comply with the VPSC Code of Conduct.

For more information about our career opportunities and our current vacancies, please visit [Careers at East Gippsland Water | East Gippsland Water \(egwater.vic.gov.au\)](#).