



POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	ACCOUNTING SUPPORT OFFICER
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT NO. 16, 2025
CLASSIFICATION:	MOA Level 3
DEPARTMENT / DIVISION:	CORPORATE DEVELOPMENT / FINANCE
POLICE CLEARANCE:	REQUIRED
REPORTS TO:	TEAM LEADER MANAGEMENT ACCOUNTING
DIRECT REPORTS:	NIL
POSITION NUMBER:	001163

POSITION OBJECTIVES:	The Accounting Support Officer completes accounting tasks and provides administrative support to the Management Accounting team and broader Accounting Services team, including: • Providing support and assistance to the Accounting Services Team with annual budgeting and quarterly budget reviews. • Responsibility for the Finance Business Partner function to the CEO Office department. • Responsibility for the coordination of the Annual Business Plan. • Assisting with the preparation of budget variance reports and variance analysis. • Performing other ad-hoc accounting activities under direction and with support. • Providing administrative support to the Accounting Services team and the Divisional Head, Finance as required. • Assisting with the preparation of annual financial statements as required.
VALUES AND BEHAVIOURS:	These Values empower us to REACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work. Respectful • Create a sense of belonging & pride in the Salisbury community • Respect individual differences • Speak up when you don't feel respected, or are not being treated respectfully • Look after the wellbeing of our community, ourselves and those around us Empowerment

	• Take initiative and act with confidence • Make informed decisions and own the outcome • Share ideas, feedback and solutions • Learn and grow while supporting others to do their best work Accountable • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important Collaborative • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes Helpful • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
KEY RESPONSIBILITIES:	Accounting • Assist in the preparation of the annual budget and annual business plan. • Prepare the annual budget for the CEO Office department. • Maintain the Operating Bid 5 Year Review file • Complete quarterly budget reviews for the CEO Office department • Assist in the preparation of quarterly budget reviews. • Complete end of month accounting processes. • Assist in the preparation and distribution of Monthly Budget Variance Reporting, specifically for the CEO Office department and support business partnering processes as directed. • Coordinate and partner CEO Office monthly partner meetings • Prepare and process journals to the General Ledger, Projects Ledger and Subsidiary Ledgers. • Process banking journals related to Community Development activity including Salisbury Community Hub, Eventbrite and Community Outreach banking • Process budget variation journals relating to infrastructure and other capital projects. • Follow up queries and undertake basic analysis relating to costing and budget variances. • Process fortnightly payroll journals and vehicle deductions journal. • Maintain weekly the budget reconciliation control workbook • Assist in the acquittal of grant funding. • Assist in the preparation of Council's Statutory Reporting (Financial Statements) as required. Administration • Coordinate diaries, timetables and meetings associated with the annual budget process • Assist with the development of the annual Fees & Charges Booklet • Coordinate Annual Business Plan collateral and compile the Annual Business Plan. • Coordinate materials for the annual Elected Member budget workshops including for Council presentations and publication as directed by the Team Leader Management Accounting.

	• Complete weekly (or more often as needed) Accounts Payable payment file vouching and control checks. • Verify new creditor information as requested and in accordance with the established work procedure • As required, attend to cab charge requests and processing • Provide administrative support to the Team Leader Accounting Services and Divisional Head, Finance including diary management for meetings with complex attendance. Special Projects • Assist the Team Leader Management Accounting and the broader Finance team with special projects as required. Other • Establish and update InfoCouncil reports for recurrent items. • Provide back up and support to other functions within the Accounting Services team as directed.
WHS RESPONSIBILITIES:	• Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. • Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation to the above. • Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting. • Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. • Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council's Drug and Alcohol Policy. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
GENERAL RESPONSIBILITIES:	• To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. • To manage all Corporate Records in accordance with required procedures. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
COMPETENCIES:	• To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing
ESSENTIAL SELECTION CRITERIA:	• Currently undertaking tertiary studies in Accounting or Commerce or experience in bookkeeping. • Basic knowledge of accounting and budgetary procedures. • High level of numeracy and accuracy relating to financial records. • Experience in the use of Microsoft Office Outlook, Excel and Word. • Ability to perform key responsibilities under close supervision. • Ability to communicate clearly and concisely with customers both internal and external to the organisation
DESIRABLE SELECTION CRITERIA:	• Some experience in the use of corporate financial software is desirable. • Experience in the use of Microsoft PowerPoint.
SPECIAL CONDITIONS:	• Some out of hours work may be required from time-to-time.

EXTENT OF AUTHORITY:	Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
PRESCRIBED POSITION - SCREENING CLEARANCE	This position has been identified as a “Prescribed Position” under Council's Criminal and Relevant History Screening Procedures. Accordingly the applicant will need to provide a suitable screening certificate prior to appointment to the position and maintain such clearance during their employment in this role. Screening renewals for incumbents will be undertaken at intervals as required by legislation and paid for by Council.

POSITION INCUMBENT NAME:	SIGNATURE:	DATE: