

	Position Description
Position Title Position No. Division Section Reports to	Financial Accountant 9310 Finance & Governance Financial Services Financial Services Manager
Current Status Band/Level Grade Step	Temporary Full Time Band 3 Level 2 16 Entry Level to Full Step 4
Last Reviewed	August 2026
Conditions of Employment	The employee will work within conditions detailed within the Local Government (State) Award and the Council Policies/Systems including, but not restricted to: * Council's Salary Administration System * Council's Code of Conduct * Equal Employment Opportunity * Equity & Access to Training * Performance Appraisal
Work Health and Safety (WHS)	The employee who occupies this position must abide by Council's WHS policies and procedures as described in Council's WHS Manual. The employee must participate in the completion of relevant WHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work.

Position Summary

The Financial Accountant is responsible for assisting the Financial Services Manager in collaboration with the Executive and Corporate Leadership Teams to produce and implement strategic financial management plans that respond to the strategic directions of the Council.

Central to the role is the development of strong financial controls in Council Operations and accounting support to Council's Leadership Team.

The position will assist with the preparation of financial statements in compliance with legislative requirements. The position has supervisory responsibilities.

The position holder will liaise with business unit managers and administration staff, providing advice on financial issues pertaining to their unit.

Specific Duties and Responsibilities

- Manage Council's processing of daily transactions.
- Manage month end and year end processes in the financial modules.
- Manage monthly and year end reconciliation timetable.
- Manage Council's grant accounting and reconciliation requirements.
- Manage Council's taxation obligations and returns, including GST and FBT requirements.
- Assist with Councils budget development, budget review processes and preparation of budget reports.
- Maintain, update and report on Council's Annual Fees and Charges, including liaising across Council to collate fees.
- Assist in preparing Council's annual Financial Statements, including preparation of working papers and participation in external audits.
- Assist in the development and update of strategic financial management models and plans for the development, renewal and maintenance of major infrastructure and assets.
- Provide professional advice, guidance and direction on technical and legislative matters relating to financial and statutory accounting matters.
- Attendance at Management meetings as required
- Prepare reports for Council and Council Committees as required

- Act when required as the Management Accountant
- Initiate and resolve all correspondence with agreed time frames
- Comply with Council's EEO Program
- Comply with Council's Code of Conduct, Professional Standards and Statutory requirements, ensuring proper and ethical behaviour at all times

Core Duties and Responsibilities

Following is a list of duties and responsibilities that are required in this position, as well as other positions within the organisation;

- Processing Customer Enquiries
 - Receive customer enquiries in a courteous and efficient manner
 - Research, assess and respond to a customer enquiry within an appropriate timeframe
- Operate Office Equipment
 - Operate various office equipment items including photocopier, shredder.
 - Operate telephone equipment for incoming and outgoing calls.
- Operate Personal Computer in the completion of routine tasks
 - Utilise personal computer to create, modify and complete documents, using various computer programs.
 - Use and maintain all safety equipment and personal protective equipment (PPE) in accordance with relevant standards and policies.
 - Working in accordance with Council's Standard Work Procedure 7.2 Acceptable Computer use V3.
- Work Health & Safety Responsibilities
 - Set and enforce clear standards for WHS in their department, in line with Council's WHS policies and procedures
 - Plan departmental WHS actions in order to assist Council in achieving its WHS objectives and targets
 - Monitor and report on departmental WHS performance and the KPIs of people reporting to them
 - Monitor the workplace to identify and respond to hazards
 - Ensure that all workers and others under their direction are trained and competent in relation to all relevant WHS topics
 - In consultation with workers and other affected people, ensure all WHS hazards in their department are identified, controlled, and reviewed, and carry out all allocated WHS corrective actions in a timely manner
 - Carry out incident investigations on all significant incidents.

- In consultation with relevant workers, ensure all WHS risks associated with the whole product or service life cycle are assessed and WHS considerations are prioritised in all purchasing decisions, as far as reasonably practicable.
 - Follow Council's WHS policies and procedures as instructed
 - Ensure their actions do not adversely affect the health and safety of themselves or any other person
 - Report all WHS hazards and incidents to their supervisor as soon as possible
 - Participate in all required WHS training
 - Follow all reasonable directions from supervisors, managers, and others in regard to safety
- Recordkeeping Responsibilities
- The incumbent is to undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions
 - Prioritise and complete allocated Recordkeeping activities
- Return to Work Responsibilities
- Assisting workers to complete an Incident and Investigation Report and record the injury in the Register of Injuries before the end of the workday / shift in which the injury occurred.
 - Reporting all injuries immediately to the Return to Work Coordinator, to ensure legislative reporting requirements for workers' compensation are met and to enable injury management and recovery at work to commence.
 - Ensuring workers are provided with the necessary first aid and/or medical treatment as soon as possible and without delay;
 - Assisting the Return to Work Coordinator and/or workplace rehabilitation provider to identify and offer suitable work via the Recover at Work Plan;
 - Monitoring the injured workers' adherence to, and progress with the Recover at Work Plan in conjunction with the Return to Work Coordinator and/or workplace rehabilitation provider.

Supervisory Responsibilities

This position is responsible for the supervision of Council's Finance Officer Accounts Payable and Finance Officer Accounts Receivable.

Signatures

I agree to the requirements of this Position Description.

_____	_____
Employee	Date

_____	_____
Supervisor	Date

_____	_____
Manager	Date

Selection Criteria

Essential

- Degree qualification or near completion in Accounting, Business or Finance.
- Experience in analysing and interpreting financial statements to assess performance.
- Demonstrated experience in monthly and/or annual financial reporting.
- Demonstrated experience with complex reconciliations.
- Ability to work within a team environment that provides financial services across a multifunctional organisation.
- Excellent written and verbal communication skills.
- Sound knowledge of finance and accounting related IT software, spreadsheet and other PC based systems and applications.
- Class C Drivers Licence.
- Demonstrated commitment to and understanding of Work Health and Safety
- Demonstrated commitment to the principals of honesty and integrity

Desirable

- Experience of working in a local government environment.
- Thorough understanding of local government legislation applicable to the position.
- Demonstrated experience with grant accounting and grant acquittals.
- Two years relevant experience in a related field.
- CA/CPA Qualification or willing to undertake CA/CPA program.