

POSITION DESCRIPTION



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| TITLE | Accountant |
| DEPARTMENT | Executive Services |
| AWARD | Contract |
| REPORTING OFFICER | Chief Executive Officer |
| DELEGATIONS | As per Councils Register of Delegations |

ORGANISATIONAL VALUES

Are the fundamental beliefs that define our culture and behavior, reinforcing our relations with each other and our community.

COMMUNICATION We are “HOT” Honest, Open & Two-way - It is the transaction of ideas, thought, information, facts & values between council, staff & community

FUN We laugh together, We work together - Work is only work if you make it so. In every job that must be done there is an element of fun.

POTENTIAL We encourage growth - Giving everyone a chance to reach their full potential is the best work anyone can do.

COURAGE We plan to succeed – Excuses for failure are not documented. Fear is not present because no one ever works alone. Change is constant, growth is optional

SAFETY We think, act & promote safety – Safety isn’t a slogan it is a way of life.

COMMITMENT We are passionate & engaged – Commitment ignites our actions and drives our performance. It fuels our passion for a job well done.

DEPARTMENT SUMMARY

To be an active and positive member of Councils Executive Management Team. The Executive Team is required to provide leadership and management to the Bulloo Shire Council, whilst implementing effective strategies in delivering Councils Corporate and Operational plans

The Executive Team is required to provide assistance to Councils skilled and valued workforce that is motivated to consistently deliver high levels of service in a safe and efficient manner. We take pride in working together to build distinctive communities and create places and events which bring people together, places where neighbours know each other and help new residents embrace our country lifestyle.

OBJECTIVES

The Accountant is responsible for the efficient and effective delivery of Financial Services which align with Councils vision & Objectives. To facilitate the accounting and financial functions of the Shire in accordance with the Local Government Act 2009, Local Government Regulation 2012, AASB and other relevant legislation.

Acting as a reference point for staff in regard to all aspects of the Accounting and Finance functions of the Council

KEY RESPONSIBILITIES

Accounting

- Preparation of the Council's Annual Financial Statements and accrual financial statements for monthly General Meetings. To take Councils Accounts through to the completion of annual accounts ready for audit and the annual report, in compliance with the requirements of the Local Government Act 2009, Local Government Regulation 2012, Audit and Risk Committee & Financial Standards.
- Provide oversight of grant acquittals including preparation as required.
- Undertake regular reconciliations of general ledger accounts, bank accounts, sub-systems, stock levels
- Maintenance of the integrity of the Council's Accounting System.
- Responsibility for Council's Treasury function, including: arranging the application and repayment of borrowings; investment of surplus cash; and monitoring cash balances and review of monthly Bank Reconciliation.
- Preparation of statutory returns for Australian Bureau of Statistics, Department of Housing, Local Government and Planning, Grants and Grants Commission, and the Australian Taxation Office.
- Manage Fringe Benefits Tax returns, BAS and tax related matters.
- Prepare trial balances, audit trails and other reports and assist internal & external auditors by providing required information.
- Budget Preparation
 - o Preparation of annual budget with the Executive Management Team. Prepare guidelines and a timetable each year for the annual budgeting exercise consistent with Councils Corporate Plan, Asset Management and long-term forecast.
 - o Assist all Department Managers and other council employees in the formulation of their annual budget and revision.
 - o Collate individual section budgets and consolidate to produce the overall budget for the Council.
 - o Report actual to budget with variances in monthly meeting and key performance indicators and assist Senior Managers with the monitoring of monthly actual to budgets including previous years and investigating variances.
- Undertake ad-hoc financial analysis

Work Health and Safety

- All Bulloo Shire Council Workers are to comply with Bulloo Shire Council WHS Policies and Procedures, be proactive in the identification and management of hazards, consult and communicate with others and work in a healthy and safe manner.

REQUIREMENTS OF THE POSITION

NECESSARY SKILLS & EXPERIENCE (SELECTION CRITERIA):

(R) - Required / (D) - Desirable (training could be provided)

- An excellent knowledge of Local Government and accounting principles **(R)**
 - A comprehensive understanding of Australian Accounting Standards and Accounting Concepts and their application in Local Government **(R)**
 - Excellent knowledge of Local Government Regulation 2012 **(R)**
 - Demonstrated management and personnel skills capable of supervising and controlling financial resources **(R)**
 - Demonstrated high level of interpersonal communication skills **(R)**
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- Ability to work alone with limited supervision and as required, work cooperatively as part of a team **(R)**
 - Ability to reach objectives within a time frame **(R)**
 - Ability to supervise team members and other staff or casuals assisting the team and provide on-the-job training and guidance, as required **(R)**
 - Ability to communicate effectively and understand and follow written and verbal instructions **(R)**
 - Ability to resolve minor problems on the job **(R)**
 - Tertiary accounting qualifications recognised by Australian Professional Accounting bodies: Certified Practising Accountants or ICAA is essential. Membership is advantageous **(R)**
 - Minimum of 3 years' experience in an accounting role desirably within local government **(D)**
 - Formal management training or graduate qualifications **(D)**

DUTY OF WORKERS

While at work, a worker must:

- (a) take reasonable care for his or her own health and safety; and
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act; and
- (d) co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

DUTIES OF WORKER USE PPE

- (1) This section applies if a PCBU provides a worker with PPE.
 - (2) The worker must, so far as the worker is reasonably able, use or wear the equipment in accordance with any information, training or reasonable instruction by the PCBU.
 - (3) The worker must not intentionally misuse or damage the equipment.
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