

POSITION DESCRIPTION

| 1. POSITION DETAILS | | | |
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| Position Title | Financial Accountant | Designation and Classification Level | Level 7 |
| Position No | 1014 | Division | Corporate Services and Sustainability |
| Business Unit | Financial Management and Planning | Reports To | Finance Manager |
| Location | Katherine | Date Created | February 2020 |
| 2. POSITION CONTEXT | | | |
| Position Summary/ Purpose | <p>As the Financial Accountant, you will be part of the team responsible for the preparation of monthly and annual accounts, reporting to the Finance Manager, preparation of the BAS and FBT returns, fixed asset management, grant financial management and balance sheet reconciliations. You will be involved in liaison with external auditors for the completion of audits.</p> <p>The role provides advice on application of policy and procedures. The role also assists management in the development of relevant operating and accounting policies and systems to efficiently and effectively perform these functions.</p> | | |
| 3. KEY RESPONSIBILITIES | | | |
| <p>1. Service Delivery, Planning and Monitoring</p> <ul style="list-style-type: none"> • Determinations, including the preparation of financial statements and associated working papers; the maintenance of the general ledger and chart of accounts; and the production of financial reports. • Contributing to the development and implementation of accounting and financial management policies and procedures that comply with government policies and procedures, and legislative requirements. • Providing expert professional advice to RGRC on accounting and financial management policies, processes and procedures requiring the application of technical knowledge. • Contributing to the achievement of RGRC's objectives, goals and priorities, through the application of financial knowledge, expertise and experience. • Completion and submission of business activity statement, calculation of payroll tax and fringe benefits tax and calculation of superannuation accruals and adjustments and associated returns and journals. • Provide financial advice and draft policies relating to taxation updates and issues that affect the Council • Reconciliation of complex general ledger accounts • Maintain the fixed asset register. • Maintain the grant register for the purposes of grant receipting and acquittal. • Maintain the investment register. • Assist with the preparation and lodgement of external reporting requirements including ABS surveys. • Respond to taxation queries from management, staff and other external stakeholders. • Carrying out duties in accordance with RGRC's, Work Health & Safety policy, safety principles, corporate values and strategies. <p>2. Organisational Sustainability</p> <ul style="list-style-type: none"> • Maintaining financial procedures consistent with Roper Gulf Regional Council and local Government directives. • Team input including the willingness to use your skills to help other team members in the Finance business unit. | | | |

- Assist with writing and maintaining accounting policy and procedures to ensure consistency with Australian accounting standards.

3. Quality and Continuous Improvement

- Assisting the Manager in establishing a culture of high performance, professionalism and continuous improvement that encourages individuals and teams to identify opportunities and solutions to improve service delivery.
- Contributing to providing effective leadership to foster initiative, promote and build effective teams, achieve outcomes and meet deadlines.
- Ensuring the provision of timely and professional accounting services are provided to the Council

4. Work Health and Safety (WHS)

All Council staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others
- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
- Attend and actively participate in WHS and other mandatory training
- Monitor workplace conditions and report:
 - Ideas which may improve health and safety
 - Any work related or personal injury or illness (where it may affect their ability to work safely)
 - Any work-related incident they witness, including bullying and harassment
 - Hazards and incidents including any malfunction or inadequacies of equipment
 - Correct minor hazards as applicable.

4. SELECTION CRITERIA

ESSENTIAL

1. Accounting qualifications or degree in Commerce, Economics, Accounting or Business majoring in accounting or working towards attainment.
2. Prior demonstrated work experience in Financial Accounting; including bank reconciliation, general ledger reporting and grant acquittals
3. Experience in the preparation and coordination of audited annual financial statements
4. Experience in government accounting particularly related to the functions of external reporting. This is supported by a sound knowledge of accounting standards, and government accounting policies, practices and procedures.
5. Demonstrated experience in providing complex financial and accounting policy advice to senior management, including the analysis and presentation of financial data, and the preparation of briefing papers for executives.
6. Proven written communication skills, including advising management on complex matters,
7. Demonstrated ability to problem solve and actively improve processes and procedures.
8. Strong oral communication skills, including the ability to interact effectively with people of a different culture, able to establish and maintain effective networks
9. Demonstrated comprehensive use of accounting software packages and advanced Excel skill level.
10. High level of attention to detail and commitment to providing a high standard client service.
11. Able to meet the inherent requirements of the position both physically and mentally.

| DESIRABLE | | | |
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| <ol style="list-style-type: none"> 1. Full membership of Institute of Chartered Accountants or CPA Australia or working towards full membership. 2. Experience with MYOB 3. Current Northern Territory “C” Class Drivers Licence with manual driving capacity | | | |
| MANDATORY REQUIREMENTS | | | |
| <ol style="list-style-type: none"> 1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship). 2. Current Criminal History Check (issued within three (3) months) or undertake Criminal History Check prior to commencement of employment and renew as required throughout period of employment, or as per the Criminal History Check Policy. 3. Current Working with Children Clearance (OCHRE Card) required at the commencement of employment or a current receipt of an application for an exemption to be approved by SAFE NT. | | | |
| 4. ACKNOWLEDGEMENT | | | |
| General Manager | | Date Approved: | Signature: |
| Employee Name | | Date: | Signature: |