



Accountant

Position Description

Position number: CS037



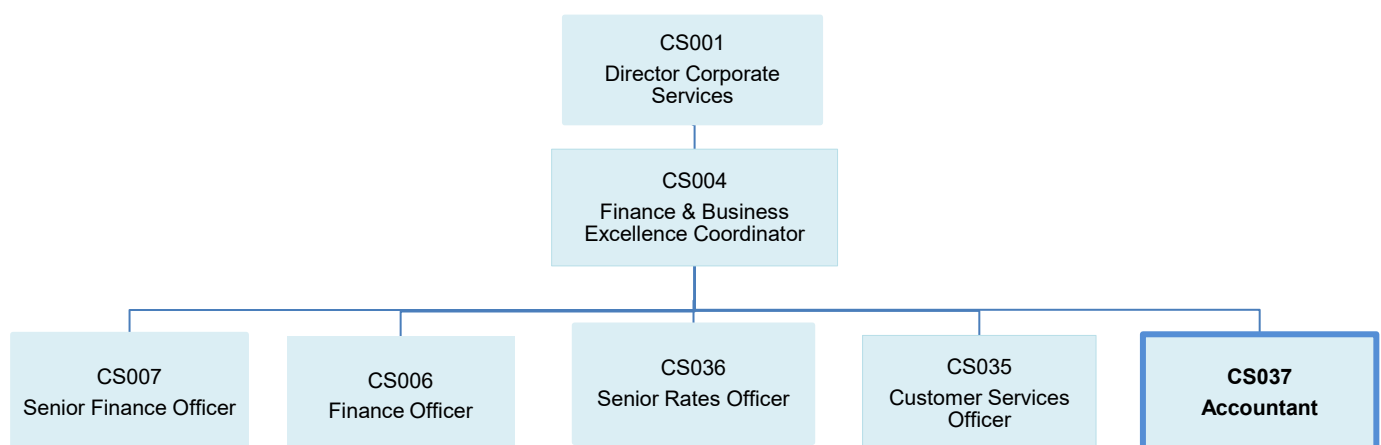
POSITION DESCRIPTION

Position	Accountant
Department	Corporate Services
Location	Shire Administration Building, 87 Throssell Street Collie WA 6225
Reports to	Finance & Business Excellence Coordinator
Supervises	Nil
Hours of Work	76 hours per fortnight
Level	Level 7 - Shire of Collie Industrial Agreement 2023
Position number	CS037

Position Objective

- Assist the Finance & Business Excellence Coordinator in service provision to the organisation in the delivery of a comprehensive range of information and support within legislative and corporate guidelines, agreed timeframes and service standards.
- To assist the Manager with routine accounting tasks, maintenance of accurate accounting records and refinement and production of appropriate reports.
- To assist that all revenue and expenditure are accurately processed on a timely basis in accordance with provision of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.
- To assist with accurately maintaining the property database in liaison with relevant internal and external stakeholders.
- To assist with administering the requirements of the Office of State Revenue for pensioner rebates and deferrals as well as the Department of Fire and Emergency Services for the Emergency Services Levy.

Workforce Structure



Our Vision

Collie - A progressive community, rich in opportunities and as diverse as its heritage and landscape.

Our Values

The core values at the heart of the Council's commitment to the community are:

Integrity

Transparency

Accountability

Collaboration

Respect

Our Commitment to Community

- We will lead the delivery of our vision
- We will support local business wherever possible
- We will consult and engage with our community on issues that affect them
- We will encourage, welcome and value feedback
- We will encourage, support and advocate for our community

Key Duties

Financial Management:

- Assist with preparing the monthly reports for presentation to Council in accordance with Local Government (Financial Management) Regulations 1996.
- Maintain day to day operations of the Shire's investment portfolio in accordance with Council Policy.
- Provide assistance to business units of the Shire regarding costings, budgets and reporting.
- Assist with financial acquittals of grants as and when required.
- Provide back-up support to financial functions including payroll, creditors, debtors and rates.
- Support preparation of Budget and Annual Financial Report.
- Support the reconciliation of the Shire's Bank Accounts (Municipal, Trust and Reserve).
- Co-ordinate transfers between funds if necessary.

Assets

- Support the Finance & Business Excellence Coordinator with the maintenance of the Shire's asset register, including raising new assets, disposing of sold assets and asset revaluation

Australian Taxation Reporting

- Prepare the Fringe Benefit Tax return.
- Lodge the Business Activity Statement (BAS) on monthly basis.

Local Government Audit

- Assist with the preparation and completion of the Shire's interim and annual audits
- Assist to Co-ordinate the annual Compliance Audit Return
- Assist with the preparation and completion of the Shire's Regulation 17 and Financial Management Systems Review

General

- Assist with the coordination of the Shire's insurance including annual reviews.
- Support reviews of systems, and develop and document business processes, corporate and finance policies and procedures, to maintain strong internal controls.
- Assist with the management of information technology for the Shire.
- Provide a high standard of customer service to external customers.

- Comply with all requirements of the Shire of Collie Customer Service Charter, Code of Conduct and policies
- Provide customer service on behalf of Council, in the areas of counter enquiries and telephone enquiries when required
- Undertake any other reasonable duties associated with the role as requested by the Finance & Business Excellence Coordinator and Director Corporate Services.

• Selection Criteria – Qualifications and Experience

Essential Criteria

- Hold or be substantially advanced towards formal qualifications in accounting or equivalent experience.
- Experience in preparation of BAS and FBT reporting and managing payroll.
- Highly developed written and oral communication skills.
 - A National/Federal Police Clearance no more than 6 months old.
- Current 'C' Class Driver's Licence.
- Knowledge of Microsoft Office products.
- Capacity to work in a results-oriented team environment, organise and priorities duties in the provision of an effective work output.
- Knowledge of the principles of equal opportunity, anti-discrimination, workplace health and safety and the ability to apply these principles in the workplace.
- Knowledge, understanding commitment to and application of best practice customer service and principles.
- Good written and verbal communication skills.
- Good public relations skills.
- Time management and organisational skills.
- Knowledge of receivable processing.
- Experience in debtor accounts processing
- High level of interpersonal and communication skills including team building and time management.
- High level of work ethics including motivation and enthusiasm.

Desirable Criteria

- Knowledge of Synergy or equivalent administration package.
- Experience in local government accounting including the preparation of statutory reports, management of rates databases, and other financial functions.
- Sound understanding of payroll in a local government setting.
- Demonstrated leadership skills and experience managing teams.

Ongoing Performance

- Contribute to and provide leadership in the delivery of the Council's Safety & Risk Management Plan
- Operate in compliance with WH&S legislation, regulations, practices, and standards.
- Utilise safe working practices applicable to own work area and practices. Contribute to the identification of hazards and risks and participate in their minimisation and/or appropriate corrective strategies.

Training

Willingness and aptitude to undertake further training and professional development to keep abreast of industry trends, regulatory changes, technology as relevant and related matters.

Position Dimensions

Work Location: Shire Administration Building, 87 Throssell Street, Collie, WA 6225
 Delegated Authority: As defined by the Chief Executive Officer.
 Driving Requirements: C (Car) or CA (Car Automatic) class motor vehicle licence (preferable).

Extent of Authority

This position operates under the general direction of the Finance & Business Excellence Coordinator within established guidelines, procedures and policies of Council as well as statutory provisions of the *Local Government Act 1995* and other legislation.

Corporate Accountabilities

- All employees are bound by the requirements of the *Local Government Act 1995* to act with integrity, and in a way that shows a proper concern for the public interest.
- Comply with Council's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire's Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's WHS policies and Work Health and Safety legislation.
- Employees shall cooperate with the Shire of Collie in the carrying out of the obligations imposed on the Shire under Work Health & Safety legislation.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.
- Employees shall demonstrate the Shire's Values, "Integrity, Transparency, Accountability, Collaboration, Respect" within the workplace.

APPROVAL OF POSITION DESCRIPTION

I have noted the statement of the key duties and responsibilities and other requirements as noted in this position description. I also acknowledge that other duties may be assigned to this position as required from time to time to meet the business needs of the organisation.

CONDITIONS OF EMPLOYMENT

Shire of Collie Industrial Agreement 2023

Salary Package Details		
Title	Accountant	
Employment Category	Continuing Employment – Full Time (Clause 5.1.1)	
Level & Hourly Rate	Level 7 - \$46.3206 to \$48.6182 per hour (\$91, 529.51 to \$96, 069.56 per annum)	
Superannuation	12.0% SGC Superannuation (Compulsory) Additional Superannuation (Optional – as per clause 7.7)	
Allowances	Service Pay (Clause 12)	Commencement at the end of the first year of service with yearly increment up to 10 years' service
	Housing Allowance (Clause 11.11)	\$20 per fortnight, for employees residing in the Shire of Collie
	Clothing Allowance (Clause 8)	\$550 per annum on a pro rata basis. <i>Payments will be made bi-annually in the first full pay period in April and October each year.</i>
Staff Discount Scheme	Employees will receive a 100% discount, and their spouse and dependants under the age of eighteen (18) with a 50% discount to all Recreation facilities including the Shire of Collie Swimming Pool and all Shire of Collie run programmes at Roche Park Recreation Centre.	
Public Holidays	Employees are entitled to Two (2) additional days being the Tuesday following Easter and the day following New Year's Day are available per annum to each Employee. (Clause 23).	
Annual Leave	4 weeks Annual Leave per annum plus leave loading of 17.5% (Clause 15.2)	
Primary Location	Shire of Collie 87 Throssell Street COLLIE WA 6225	
Hours	76 hours per fortnight, usually between 8.00am – 5.00pm with 1 rostered day off per fortnight.	
Start Date	TBC	
Reports to	Finance & Business Excellence Coordinator	

These conditions of employment should be read in conjunction with the Shire of Collie Industrial Agreement 2023 which is available from <https://www.wairc.wa.gov.au/resources/agreements/?id=SHI057>

ACCEPTANCE BY EMPLOYEE	
Name	
Signature	
Date	
APPROVED BY CHIEF EXECUTIVE OFFICER	
Name	
Signature	
Date	