



Accountant

Position Description

Position number: CS037



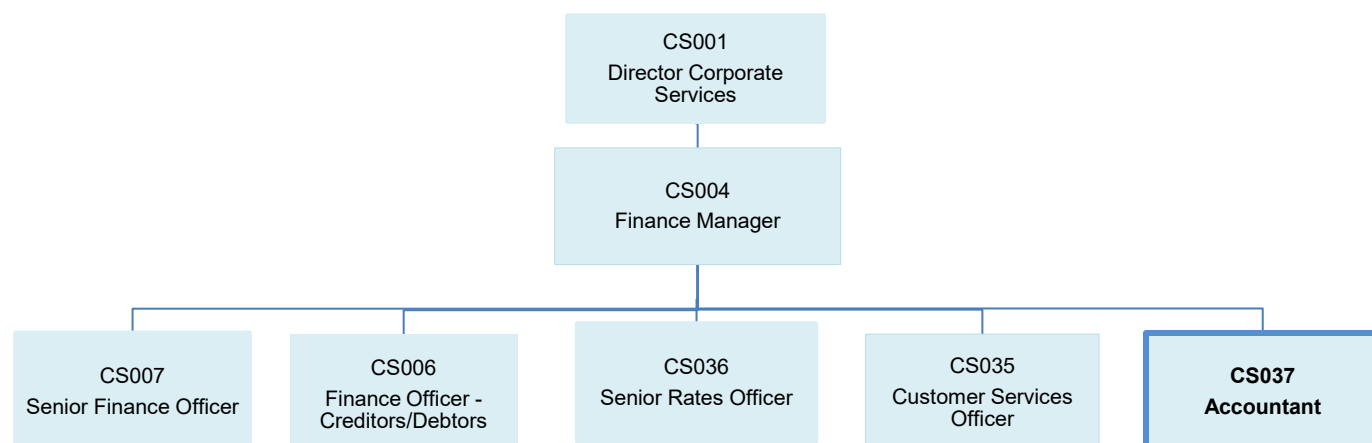
POSITION DESCRIPTION

Position	Accountant
Department	Corporate Services
Location	Shire Administration Building, 87 Throssell Street Collie WA 6225
Reports to	Finance Manager
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 Manager in service provision to the organisation in the delivery of a comprehensive range of financial information and support within legislative and corporate guidelines, agreed timeframes and service standards.
- To assist the Finance Manager with routine accounting tasks, maintenance of accurate accounting records and refinement and production of appropriate reports.
- To ensure 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*.

Workforce Structure



Our Vision

Collie – Nature at our doorstep, community at heart.

Our Mission

The Shire of Collie delivers high quality local services, advocates for Collie, and fosters partnerships to achieve better outcomes – guided by the community's vision and balanced by responsible financial management.

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*.
- Monitor and maintain day to day operations cashflow requirements of the Shire.
- Provide assistance to business units of the Shire regarding costings, budgets and reporting.
- Assist with the maintenance of the grants register and financial acquittals of grants as and when required.
- Monitor and reconcile on a monthly basis the Administration, Public Works and Plant Overhead allocations to ensure the full allocation of costs.
- Provide back-up support for the processing of loan repayments and the related journals and month end reconciliations.
- Provide back-up support to financial functions including payroll, creditors, debtors and rates.
- Support the Director Corporate Services and Finance Manager in the preparation of the Annual 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

- Maintain and update the Shire's asset register, including raising new assets and the disposal of obsolete/sold assets within SynergySoft.
- Support the Director Corporate Services and Finance Manager in the periodic revaluation of assets and updating of those values within SynergySoft.
- Maintain and update the Shire's Portable and Attractive Items asset register, including raising new assets and the disposal of obsolete/sold assets within SynergySoft.

Australian Taxation Reporting

- Monitor Fringe Benefits Tax cost areas, providing advice and support where required.
- Prepare the Fringe Benefit Tax returns.
- Lodge the Business Activity Statement (BAS) on a monthly basis.

Local Government Audit

- Assist with the preparation and completion of the Shire's interim and annual audits.
- Assist in the completion of the annual Compliance Audit Return.
- Assist with the preparation and completion of the Shire's Regulation 17.

Finance Team Support (When required)

- Process Pays in Bendigo Bank (backup signatory only).
- Approval of Creditors run / bank processing (authorised signatory).
- Annual Audit.
- Interim Audit.
- Maintain the Jobs ledger in Synergy (secondary backup only).
- Maintain the General ledger in Synergy (secondary backup only).
- Maintain Access Rights in Synergy (secondary backup only).

General

- Support the review of systems, and develop and document business processes, corporate and finance policies and procedures, to maintain strong internal controls.
- 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 Manager 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.
- Capacity to work in a results-oriented team environment, organise and priorities duties in the provision of an effective work output.
- Highly developed written and oral communication skills.
- Time management and organisational skills.
- Experience in debtors and creditors accounts processing.
- A National/Federal Police Clearance no more than 6 months old.
- Current 'C' Class Driver's Licence.

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.

Ongoing Performance	
All employees are required to participate in an Annual Performance Review, where KPI's will be established by the line manager for the employee which meet the Shire's Strategic Objectives and Priorities.	
Training	
Willingness and aptitude to undertake further training and professional development to be aware 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 Manager within established guidelines, procedures and policies of Council as well as statutory provisions of the <i>Local Government Act 1995</i> and other legislation.	
Corporate Accountabilities	
1. Employees shall demonstrate the Shire's Values, "Integrity, Transparency, Accountability, Collaboration, Respect" within the workplace. 2. All employees are bound by the requirements of the <i>Local Government Act 1995</i> to act with integrity, and in a way that shows a proper concern for the public interest. 3. Comply with Council's Employee Code of Conduct, management directives and approved policies and procedures. 4. Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations. 5. Maintain obligations described within the Shire's Customer Service Charter. 6. 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. 7. Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues. 8. Deliver effective use of Shire resources within the level of accountability for this position. 9. 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. 10. 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. 11. Employees shall co-operate with the Shire of Collie in the carrying out of the obligations imposed on the Shire under Work Health & Safety legislation. 12. Provide an ongoing commitment to risk, emergency management and business continuity principles.	