

# POSITION DESCRIPTION

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<b>Position Title:</b>	Accountant
<b>Position Number/s:</b>	CCB-101
<b>Employment Type:</b>	Full Time, Permanent
<b>Agreement:</b>	Charters Towers Regional Council Union Collective Certified Agreement 2023
<b>Award:</b>	Queensland Local Government Industry (Stream A) Award – State 2017
<b>Classification:</b>	Level 5
<b>Directorate:</b>	Corporate and Community Building

## POSITION OBJECTIVE

Under general direction, this position contributes to the operational objectives of the financial, managerial and asset accounting functions of Council's Finance Section by undertaking a range of accounting and financial activities. This position provides financial, accounting advice and support to internal service Managers and Senior Officers within the Council to ensure accurate internal and external reporting of Council's financial performance and appropriate Financial Asset Management.

## ORGANISATIONAL RELATIONSHIPS

Reports to:	Financial Services Coordinator
Directly supervises:	Nil

## DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

## KEY RESPONSIBILITIES

1. Process financial activities including costing and general ledger journals, and budget amendments.
2. Support internal service providers by preparing accurate, timely and insightful management reports, including variance analysis, trend reporting, and forecasting on Council services.
3. Provide support relating to grants received, including variations and acquittals.
4. Prepare appropriate reports and information for the annual and revised budget processes in conjunction with Managers and finance staff, as well as providing advice and assistance.
5. Engage with staff to develop and maintain Annual Budgets and Councils 10-year long term financial forecast.
6. Process insurance claims including coordination of relevant paperwork from internal stakeholders and assist in the insurance renewal process.
7. Assist in the preparation of the Annual Financial Statements and other statutory reports as required.
8. Assist in the regular reviews of Council's internal costing framework and maintaining this framework including oncosts, overheads and other internal recoveries.
9. Provide specialist costing-based financial technical support to all areas of Council.
10. Maintain Council's costing and project ledgers in accordance with Accounting Standards, Local Government Regulations and Council's policies and guidelines.

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11. Assist in the annual revaluation process relating to assets.
12. Maintain Council's annual capital expenditure program, including WIP and contributed assets.
13. Maintain Council's 10-Year Capital and Operational Projects register.
14. Support other Finance team members and undertake duties as required ensuring business continuity.
15. Review and identify potential issues and solutions for areas of responsibility in line with appropriate Accounting Standards and Council policies and procedures to identify potential areas for improvement.
16. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the Work Health and Safety Act 2011. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Officers also have obligations to ensure consultation takes place for issues and changes that may impact safety. Officers have a duty to exercise due diligence to ensure the organisation complies with the applicable laws.
17. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

## POSITION REQUIREMENTS

### | Knowledge, skills, and abilities |

#### Essential:

- Experience working in financial accounting, management accounting, asset accounting or a related financial services role.
- Sound understanding of various components of a financial ledger and environment based on accrual accounting.
- Proficient in working within a fully integrated suite of financial modules.
- Demonstrated experience in data analysis of a range of financial activities.
- Proficient in the use and development of financial management and reporting systems.
- Extensive working knowledge of and the ability to interpret relevant legislation and Australian Accounting Standards.
- Demonstrated experience with Microsoft products with advanced Excel skills.
- Well-developed verbal and written communication skills including the ability to liaise and negotiate with a wide range of stakeholders at various levels.
- Ability to work in a group environment.
- Well-developed administrative and organisational skills with the ability to determine work priorities and work with minimal supervision.

#### Desirable:

- Local Government experience.
- Experience with Technology One.

### | Education/Qualifications |

#### Essential:

- Relevant tertiary qualifications in business, commerce, accounting discipline and/or substantial financial experience.

### | Licences |

#### Essential:

- Possession and maintenance of a Queensland 'C' Class Driver Licence.

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## PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

This position is primarily an indoor role and requires sufficient physical ability to work in a shared office setting, which involves prolonged periods of sitting and/or standing at a desk and operating a computer and telephone. This position is required to carry out light to moderate manual handling, bending, kneeling, twisting, squatting, lifting and carrying.

Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Councils P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

## POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

**Supervisor:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_

**Manager:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_

## POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

**Incumbent:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_