



POSITION DESCRIPTION

ACCOUNTANT

Department:	Finance
Reports to:	Chief Finance Officer
Location:	Coolah
Grade:	14

COUNCIL OVERVIEW

Warrumbungle Shire is a local government area in the central western region of New South Wales. The Shire is traversed by the Newell Highway and the Golden Highway. Warrumbungle National Park, Coolah Tops and Siding Spring Observatory are major tourist attractions for the Shire. Indigenous history, traditions and culture are recognised as important aspects of Warrumbungle Shire, which was traditionally built on agricultural pursuits with the early establishment of wool growing and beef cattle production followed by cereal cropping and today a burgeoning vine growing and horticultural industry.

The Shire is also a meeting place for the nations of our traditional owners and custodians of the land. The northern part of the shire is home to the Gamilaraay people while the southern part of the shire is home to the Wiradjuri people. The nations of the Weilwan and Kawambarai (Werriri) come into the Shire on the western border.

COUNCIL VALUES

The guiding principles of honesty, integrity, fairness and compassion form the spirit of the team along with respect, transparency, passion, trust and opportunity is how Warrumbungle Shire Council strengthens its working environment to deliver on the aspirations of our community.

PRIMARY PURPOSE OF THE POSITION

The Accountant provides financial accounting support to the Chief Financial Officer and contributes to the strategic direction in the finance area of Council. The position also assists with Council's financial reporting and accounting; assists Managers and other staff in Council with grant funded projects, including applications, claims and acquittals as required; assists with internal audits, tax returns, reconciliations, general ledger and job cost structure and coding, inter-fund transfers, and reporting for all Council business units.

KEY ACCOUNTABILITIES

Within the area of responsibility, this role is required to:

- Assist with the preparation of the Working Papers including notes and special schedules to support the production of the Annual Financial Statements.

- Contribute as an effective team member in Financial Services to enable identified Business Plans, objectives and work outcomes to be achieved while:
 - Applying Council Policy and Procedures.
 - Complying with Legislation and Australian Accounting Standards.
 - Maintaining customer service standards with the ability to maintain confidentiality and to exercise judgement and discretion.
 - Handling customer requests in a way that conveys empathy and understanding to the customer.
- Preparation of correspondence and technical reports relating to finance for approval as required.
- Assist in the preparation of statutory/special returns, acquittals and other statistical data as required.
- Provide support to Council's investment process and reporting.
- Assist in the accurate and timely preparation of Council's monthly Business Activity Statements, Annual Fringe Benefits Tax Return and other taxation processing, education and reporting requirements.
- Assist to develop, review and update procedures and processes within the Financial Services Section.
- Actively identify issues in workflow process.
- Provide as a relief to Finance Officers where required – Rates, Water, Accounts Payable and Debtors operations.
- Undertake other opportunities that arise to gain experience in a broader range of Finance operations.
- Prepare working papers on all grant funded projects, ensuring that expenditure is correctly recorded, grant monies are received, journals are raised as required, and acquittals provided.

This is not an exhaustive list of duties, and the job holder may be required to undertake other duties that are within the limits of the employee's skill, competence and training.

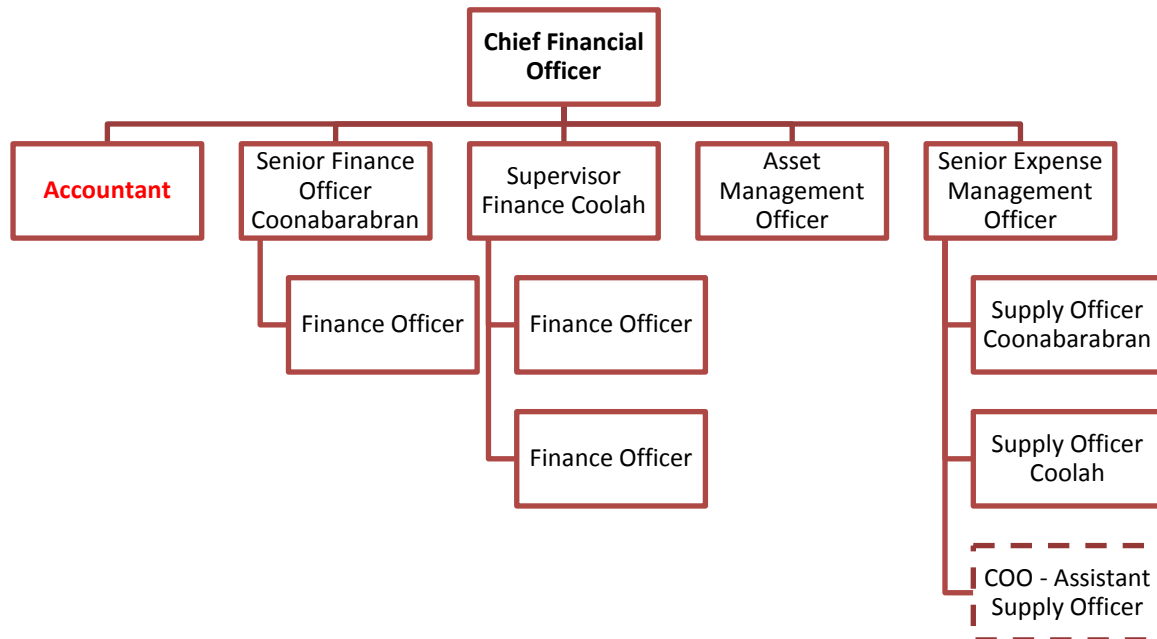
ESSENTIAL REQUIREMENTS

1. Commitment to Council's Mission, Values and Code of Conduct.
2. Understanding of work health and safety (WHS) in the workplace and commitment to a positive contribution to WHS in the workplace and compliance with Council and legislative requirements.
3. Degree in Accounting
4. Sound working knowledge of:
 - a. Accounting Standards
 - b. Local Government Code of Accounting Practice and Financial Reporting
5. Experience in budgets and forecasting
6. Experience in preparation of financial statements in a specified format
7. Experience in cash flow management and supervision of an investment portfolio
8. Demonstrated ability to work under pressure and meet deadlines
9. Proven ability to deal effectively with a range of people
10. Excellent oral and written communication skills
11. Class C NSW Drivers Licence





DESIRABLE REQUIREMENTS

1. Strong working knowledge of the Local Government Act 1993 and Regulations, particularly as they apply to financial reporting and statutory accounting obligations
2. A working knowledge of integrated ledger systems such as Practical, Authority or Finance One
3. Experience in the use of report writers (example such as SQL Query functions)

DEPARTMENT STRUCTURE



CAPABILITIES FOR THE ROLE

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Foundational
	Deliver Results	Intermediate
 Resources	Finance	Adept
	Assets and Tools	Foundational
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government, ie. “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at www.lgnsw.org.au/capability.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> • Encourages an inclusive, supportive and co-operative team environment • Shares information and learning within and across teams • Works well with other teams on shared problems and initiatives • Looks out for the wellbeing of team members and other colleagues • Encourages input from people with different experiences, perspectives and beliefs • Shows sensitivity to others' workloads and challenges when asking for input and contributions
Results Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> • Gathers and investigates information from a variety of sources • Questions basic inconsistencies or gaps in information and raises to appropriate level • Asks questions to get to the heart of the issue and define the problem clearly • Analyses numerical data and other information and draws conclusions based on evidence • Works with others to assess options and identify appropriate solutions
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> • Takes the initiative to progress own and team work tasks • Contributes to the allocation of responsibilities and resources to achieve team/project goals • Consistently delivers high quality work with minimal supervision • Consistently delivers key work outputs on time and on budget

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Resources Finance	Adept	<ul style="list-style-type: none"> • Uses basic financial terminology appropriately • Considers the impact of funding allocations on business models, projects and budgets • Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition • Prepares and evaluates business cases with due regard for long term financial sustainability • Applies high standards of financial probity with public monies and other resources • Identifies, monitors and mitigates financial risks

CONDITIONS OF WORK

Council employees work according to conditions provided under the Local Government (State) Award and Council's policies and systems, including but not restricted to:

- Council's Salary System
- Council's Code of Conduct
- Equal Employment Opportunity
- Drug and alcohol testing.

Work Health and Safety

All employees are required to participate in maintaining a safe workplace, and cooperate with Council's WHS Policy and Programmes to ensure their own health and safety and the health and safety of others in the workplace.

Privacy and Confidentiality

Council employees are often privy to confidential and sensitive information. In addition, Council collects personal information from clients for purposes covered within the Privacy and Personal Information Protection Act 1998. This information cannot be used for any purpose other than that which is specifically authorised by the client at the time of collection. Nor can this information, or any impressions gained in the process of interaction with the client, be given either verbally or in any written or electronic form, to any other person other than those duly authorised by Council's Privacy Contact Officer.

It is a condition of employment not to discuss, or disclose by other means, information which may breach privacy legislation, Council's Privacy Management Plan, or bring harm to clients or customers of Council, or which may bring Council into disrepute. Breaches of this condition will be dealt with in accordance with the Disciplinary Procedures Clause of the of the Local Government (State) Award.

Hours of Work

Council's indoor staff work Monday – Friday from 8:15am to 4:30pm. A 10 minute break (paid) is provided for morning tea and three-quarters of an hour (unpaid) for lunch.

Council operates a 19-day / four (4) weeks with one (1) rostered day off per four (4) weeks.

Employees are entitled to four (4) weeks annual leave and 15 days sick leave per annum.

Under the Paid Parental Leave Act 2010, employees who have 12 Months continuous service with the employer will be eligible for paid parental leave.

Progression

Salary progression is based on a competency assessment document. Assessments are conducted after six (6) months employment and thereafter annually on 1 August or on request.

Superannuation

Council pays the amount required by the Superannuation Guarantee Scheme on behalf of every employee into their preferred superannuation provider. Superannuation is paid weekly to Local Government Super on all earnings. All other funds are paid quarterly, on earnings exceeding \$450 per month, as required by the Australian Taxation Office.

Training

Council provides leave for training and study purposes, based upon the employee's professional development and Council's long term needs as determined by its training plan.

Smoke-Free Workplace

Council's workplaces and vehicles are smoke-free zones. Yuluwirri Kids Preschool and Long Day Care Centre is smoke free to the property boundary, as are Council's swimming pools. Smokers must move a minimum of four (4) metres from doorways into buildings and dispose properly of waste.

Council Induction

Before commencing duties all workers must complete a Council induction.

Camera Surveillance and GPS tracking

Camera surveillance has been installed in and on Council-owned buildings and in some public spaces in the Council area. Signage is installed to indicate camera locations. GPS tracking has been, or may be, installed, in commuter use vehicles; plant and trucks; small plant; general fleet and leaseback vehicles. All vehicles and plant with GPS tracking installed have an identifying sticker attached. Camera surveillance and GPS tracking is continuous and ongoing.