

KATHERINE TOWN COUNCIL – POSITION DESCRIPTION



1. POSITION INFORMATION			
POSITION TITLE:	Financial Accountant	REPORTS TO:	Director Corporate Services
POSITION LEVEL:	8/9	FINANCIAL DELEGATION	\$5,000
DEPARTMENT:	Corporate	BUSINESS UNIT:	Finance
REVIEWED BY:	Human Resources	NEXT REVIEW DATE:	N/A
APPROVAL DATE:	TBA	APPROVED BY:	CEO
2. POSITION CONTEXT			
<p>This position reports directly to the Director Corporate Services and is responsible for the preparation, monitoring, analysis and reporting of Council’s financial position in accordance with Australian Accounting Standards and Local Government legislation.</p>			
3. POSITION’S KEY RESPONSIBILITIES			
<ol style="list-style-type: none"> 1. Prepare asset, liability, and capital account entries by compiling and analysing account information. 2. Prepare annual financial statements. 3. Monitor and amend Council’s Long-Term Financial Plan within the Annual Plan. Inclusive of income, cash flows, financial position, ten-year capital works program, key financial performance indicators, depreciation schedule and variable assumptions underpinning the plan. 4. Provide financial information to senior management by reaching and analysing accounting data and preparing reports. 5. Maintain accounting controls, fraud protection and financial security controls and preparing and recommending policies and procedures. 6. Ensure Council’s financial operations and reporting are in accordance with Australian Accounting Standards, Local Government Act and Regulations, Australian Taxation Office, Funding Agreements and all other requirements; 7. Support and give guidance to Finance Manager to achieve timely, accurate and efficient financial services and support across the organisation. 8. Other responsibilities as shall be reasonably associated with or incidental to the above responsibilities or as shall, in the course of the employment, be agreed between the parties as being or forming part of the duties 			
9. ORGANISATIONAL RESPONSIBILITIES			
<ol style="list-style-type: none"> 1. Ensure compliance with Workplace Health and Safety requirements. Comply with workplace procedures for risk identification, risk assessment and risk control. Participate in activities associated with the management of workplace health and safety. Identify and report health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace. 2. Assist in the implementation of the Katherine Town Council’s Local Counter Disaster Sub-Plan in the event of a disaster; 3. Ensure incumbent is dedicated to servicing our community and will listen to and proactively respond to their needs; 4. Foster sustainable, honest relationships with the community and stakeholders 5. Perform and deliver results that align with organisations strategic direction and serve our community; 6. Work in accordance with Council’s Vision and Mission statement. 7. Provide excellent customer service through incoming telephone calls, email and front counter enquiries 			
10. Level of Responsibility			

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Authority & Accountability	Accountable for the effective management of major sections or projects within their area of expertise. Provides a professional advisory role to people within or outside the employer on major areas of policy or on key issues of significance to the organisation. Such advice may commit the employer and have significant impact upon external parties dealing with the employer. The position's influence would have an important role in the overall performance of the function.
Judgment & Problem Solving	Positions require the interpretation of information and development of suitable procedures to achieve satisfactory outcomes. The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. Decision making requires analysis of data to reach decisions and/or determine progress.
Specialist Knowledge & Skills	Positions require knowledge and skills for the direction and control of a key function of the employer or major functions within a department. Positions require expert knowledge and skills involving elements of creativity and innovation in addressing and resolving major issues.
Management Skills	Technical employees at this level may manage more complex projects involving people and other resources. Professional employees at this level may manage minor projects involving employees in lower levels and other resources.
Interpersonal Skills	Interpersonal skills in leading and motivating employees in different teams/locations may be required, as well as persuasive skills to resolve problems or provide specialised advice.
Qualifications & Experience	Employees will have a relevant degree or equivalent with extensive practical experience.

11. SELECTION CRITERIA

Essential	<ul style="list-style-type: none"> • Demonstrated ability to meet the positions key responsibilities; • Current NT Drivers Licence; • Sound written and verbal communication skills; • Experience in Microsoft Officer products and packages; • High Level customer service experience; • Experience in positively engaging a team environment; • Ability to understand various legislations, statutory obligation and Council policies in order to make informed decisions; • Demonstrated experience and ability to deliver good outcomes; • Extensive knowledge and skill gained through on-the-job training; • Minimum experience of 2 years in similar or related role.
Desirable	<ul style="list-style-type: none"> • Business Management/Finance or other related tertiary qualification; • Previous experience in Local Government role.

12. ACKNOWLEDGMENTS

Employee:		Date:
Manager/HR:		Date: