

George Town Municipality

Position Description

Position: Assistant Accountant

1. Position Purpose

The purpose of the position is to provide a high level of support to the Corporate and Finance Department Team Leader and officers, so that the department can provide accurate and timely reporting to internal and external stakeholders and meet compliance requirements on a regular basis. This includes assistance with or taking responsibility for tasks when officers are on leave for processing of accounts payable and receivable, payroll from associated human resources records. Maintenance of asset accounting requirements, cash flow management, rates modelling, FBT, GST and BAS returns, system's maintenance, financial reporting and a range of reconciliations.

A demonstrated high level of consciousness in relation to WH&S within the area is required.

2. Department

Corporate and Finance

3. Reports To

Team Leader – Corporate and Finance

4. Base Work Location

Municipality of George Town, Northern Tasmania. 16 – 18 Anne Street, George Town TAS 7253


5. Agreement Cover

George Town Council Enterprise Bargaining Agreement



PF NUMBER:	ESPROF	POS NUMBER:
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POSITION TITLE	Assistant Accountant
PACKAGE RANGE	Depending on experience and qualifications
DEPARTMENT	Corporate Services
ACCOUNTABLE TO:	Team Leader – Corporate and Finance
DATE	July 2018
TERMS	Permanent full time (may consider part time).

APPROVED BY	
NAME	Cheryl Hyde
POSITION	Team Leader – Corporate and Finance
SIGNATURE	

Key Responsibilities

- Provide Infrastructure and Assets team with financial transactions support and advice.
- Assist with grant acquittal and reporting requirements.
- Assist with rates processing and rates modelling processes to determine rating levels.
- Perform GST, FBT and BAS reporting requirements.
- Assist with accounting systems maintenance.
- Perform asset register maintenance.
- Perform cash flow management.
- Perform a range of reconciliations.
- Assist with the analysis and identification of financial variances and reporting of these.
- Assist with the production of Annual Budget Estimates, Financial reports and Annual Financial Statements.
- Assist with or perform in the absence of senior officer's processing accounts receivable and accounts payable transactions.
- Assist with or perform a full range of payroll duties in the absence of senior officers to ensure payroll is processed in accordance with the EBA and legislative requirements.
- Contribute when necessary to answering queries in relation to financial transactions and reporting, rates, accounts payables and accounts receivable transactions and reception enquiries.

KEY RELATIONSHIPS
(External and Internal Customers, Supplier, Colleagues, etc)

Internal	Nature of Relationships
General Manager/Team Leaders	<ul style="list-style-type: none"> • Work as an active team support member to achieve the objectives of the George Town Council as a whole. • Work with individuals to solve problems internally and across departments within the scope of the defined responsibilities. • Support and assist other staff members as required within the scope of the defined responsibilities.
Staff	

DELEGATIONS & AUTHORISATIONS
(Local Government Act, Purchasing, Info Systems etc)

Purchasing	As delegated by the General Manager.
Financial Delegation	Nil
IT Systems Access	Restricted to appropriate system access.

GEORGE TOWN COUNCIL'S ORGANISATIONAL VALUES

<p>Governance Providing and maintaining a high standard of governance, performance and accountability</p>	<p>Innovation & responsibility Promoting innovation and responsibility within the organisational culture</p>
<p>Leadership Building strong stewardship and leadership</p>	<p>Advocating Advocating effectively on behalf of the community</p>
<p>Equity & Transparency Maintaining financial viability, transparency and accountability in budgeting and administration</p>	<p>Reputation Enhancing Council reputation within the Community</p>
<p>Overall Objectives Developing and implementing policies to achieve the overall objectives of the Council</p>	

Policies, Procedures & Agreements

Dispute/Grievances Procedures

George Town Council strives to achieve a work place which fosters a productive and harmonious working environment and where work related concerns or grievances are managed promptly, impartially and justly. To effectively deal with work related grievances, employees are required to become familiar with the grievance procedures contained in the George Town Council Enterprise Bargaining Agreement or as stated in your contract of employment.

Confidentiality Agreement

It is a requirement of George Town Council that all new or transferring employees sign a confidentiality agreement. The policy and agreement will be included in the recruitment package.

Reporting of Incidents

All employees are required to report any incidents immediately to their manager, irrespective of how minor they may seem at the time.

Work Health & Safety Act/Risk Management

Workers will:

- Assist in the provision of a safe and healthy work environment and comply with the Work Health & Safety Act 2012, its amendments, Regulations, related Codes of Practice and Australian Standards;
- Ensure that risk management factors are fully considered when changing or setting up new work sites, work programs or undertaking new projects;
- Ensure all accidents are reported;
- Review with Managers/Supervisors and Workers all aspects of the risk management program on a regular basis, including workplace inspections and risk management audits;
- Consult with the Health and Safety Committee and Health and Safety Representatives where appropriate to resolve risk management issues;
- Ensure ongoing instruction and consultation with Workers in the proper use of plant, equipment and materials and enforce safety rules and practices that apply to Workers' work;
- Ensure reporting and investigation of all accidents, incidents, injuries or near misses within the work area under their control;
- Participate in audits of activities under their control; and
- Report any risk identified associated with Council asset, work sites or work systems

Fraud Prevention

George Town Council is committed to the investigation, deterrence and prevention of all forms of fraud in accordance with its Fraud Control Policy. All fraud is damaging to the Council and community through financial loss, adverse publicity and loss of public confidence.

In accordance with clause 7 of the Enterprise bargaining Agreement 2016

- Actively taking part in implementing the conditions of the Enterprise Agreement
- Participating in the identification of performance targets and to work together to achieve them
- Assuming delegated roles and decision making
- Providing service in line with agreed quality standards
- Providing constructive feedback to managers, supervisors, and the consultative committee
- Encouraging and supporting each other

Qualifications, Skills, Knowledge & Experience – Selection Criteria

Essential

- Previous experience in accounting functions, reconciliations, working with electronic accounting systems, payroll, accounts payable and accounts receivable processes, asset accounting,;
- A recognised accounting qualification to at least diploma level;
- Demonstrated analytical and analysis skills.
- Demonstrated experience in and understanding of reconciliation processes and accounting principles;
- Demonstrated experience in preparation of BAS and FBT returns.
- Experience or an understanding of handling confidential and commercial-in-confidence correspondence and documents;
- Experience or an understanding of providing exceptional customer service;
- Demonstrated communication (oral & written), interpersonal and negotiation skills;
- Effective time management skills with the ability to plan and organise work priorities;
- Demonstrated ability to undertake on-the-job training and instructions from senior officers;
- Demonstrated ability to comprehend and follow policies, processes and procedures;
- Demonstrated ability and willingness to work cooperatively in a team environment;
- Demonstrated understanding of Equal Opportunity and Anti-Discrimination procedures;
- Basic understanding of work health and safety (WHS) legislation;

Desirable

- Commitment to undertake any further training as necessary.
- A recognised tertiary or business (with accounting as a major component) degree.
- Previous experience in Local Government Finance.
- Previous experience with Civica Authority software.

Performance Indicators

1. **Job/technical knowledge** – demonstrates a thorough understanding and working knowledge of all aspects of the role.
2. **Quality of Work** – Consistently provides high quality work completed within required timeframe and within any budget restraints.
3. **Problem Solving** – Demonstrates ability to make sound and proper decisions displaying initiative to improve work practices and achieve desired outcomes within the area of responsibility.
4. **Planning and organisation** – Plans effectively and efficiently to produce required output which meets operational requirements; and meets deadlines.
5. **Dependability** – demonstrates good attendance and punctuality; shows commitment to the work area goals and objectives.
6. **Follows Instruction** – Demonstrates the ability to understand and follow instructions on workplace procedures.
7. **Communication** – Demonstrates clear effective communication. Keeps Manager/Supervisor and work colleagues fully informed of work/project status and issues /problems that may arise.
8. **Interpersonal Skills/Teamwork** – Demonstrates ability to establish and maintain effective relationships both internally and externally but especially with team members. Cooperates and is flexible when working with co-workers and management to complete allocated responsibilities and tasks.
9. **Safety** – High degree of consciousness of WH&S procedures, risk management – understanding of safety concepts and avoids taking unnecessary risks that may endanger themselves or their colleagues.

I agree to perform the duties detailed in this position description in a manner consistent with the Organisation's Values:

Employee's Signature:

Date:

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