



## Position Description – Assistant Systems Accountant

<b>Division</b>	Corporate Services
<b>Portfolio</b>	Financial Services
<b>Business Unit</b>	Financial Services
<b>Level</b>	4
<b>Reports To</b>	Finance Business Improvement Lead
<b>Prescribed Position</b>	No

### Position Objective

The Assistant Systems Accountant is responsible for supporting the maintenance and integrity of the Council's ERP system, reports and dashboards, and to support the Divisional Accountants with end of month tasks, project work and budget preparation and monitoring.

### Key Responsibilities

- Complete end of month processing tasks including journal processing, balance sheet reconciliations, grant acquittals, accruals and BAS reporting.
- Assist Divisional Accountants with project work, end of month reporting tasks and budget preparation and monitoring as required.
- Maintain User Access and the Chart of Accounts in the TechnologyOne ERP System.
- Provide support for end of year financial statements preparation.
- Report and dashboard creation and maintenance to provide accurate and meaningful information to assist with improving financial performance of the organisation.
- Reviewing weekly Accounts Payable payments.
- Perform other duties as required to support all members of the Finance team.
- Support the Systems Accountant/Finance Business Improvement lead in providing financial advice and support to the Corporate Services Division.
- Assist with providing training to Corporate Services staff in the use and understanding of financial systems, practices and processes, to meet customer service expectations.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.

- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for being actively involved in the identification and management of the day to day risks of their activities and projects.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Management Systems.

## **Selection Criteria**

### **Skills and Knowledge**

- Strong organisational and time management skills with an ability to prioritise and manage workload, meet deadlines, and adapt to changing circumstances.
- Excellent attention to detail and analytical skills.
- Effective interpersonal and communication skills to work well in a team environment and to display initiative to work independently.
- Self-driven and reliable with a professional attitude.
- Strong understanding of accounting.
- Proficient in the Microsoft Office Suite with sound experience and skills in Excel.
- Understanding of ERP systems and interest in Financial Systems, reporting and dashboards.
- Basic understanding of GST.

### **Experience**

- Experience in an accounting role.

### **Qualifications**

A tertiary qualification in Accounting or related field

Essential

Membership of CPA/CA or currently studying CPA/CA program

Desirable