

Position Description

Position Title	Cadet Accountant		
Department	Corporate & Sustainability	Position Number	C&S18
Grade	Grade T4-T10	Location	Council Administration Office - Coonamble
Status	Permanent Full Time	Hours	35hrs week / 70hrs per fortnight
Reports To	Manager Finance and Procurement	Industrial Instrument	Local Government (State) Award 2023
Date Revised	08-04-2025	Version Number	1
Direct Responsibilities	Finance Support, Payroll Support, Accounts Payable Support, Revenue Support, Customer Service.		

Council's Vision

Coonamble Shire is a connected, respectful, and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

Council's Mission

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

Position Summary

This position will undertake key processing tasks and deliver accounting services to internal and external customers, with exposure to accounting, tax, reconciliations, year end reporting, audits, payroll, revenue collection and payment of accounts.

Position Benefits

- 9-day fortnight.
- Four (4) weeks annual leave per year.
- Superannuation paid by Council in accordance with legislative and scheme requirements.
- Uniform Allowance as per current policy.
- Employee Assistance Program (EAP).
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.

Position Description

Key Responsibilities

Administration

- Continually strive to maintain high levels of customer service both internally and externally through all forms of communication.
- Demonstrate professional customer service and conflict resolution skills, including the use of effective listening and questioning techniques to identify and respond to customer enquiries at first point of contact.
- Relief duties for Customer Service functions when required.

Records and Finance

- Assists with processing and payments of invoices including reconciliations and reporting
- Prepare debtor accounts, reconciling and follow up of overdue accounts as directed.
- Assist in the calculation of annual rates and charges levies, processing of Section 603 Certificates, monthly reconciliations and other statutory duties
- Assist in the processing of water accounts, maintenance of the water billing database and monthly reconciliations
- Reconciliation and balancing bank of transactions and credit card transactions.
- Accept and allocate payments and issue receipts, including banking and reconciliation.
- Assistance with the annual Fringe Benefits Tax return input
- Maintenance of ledger within finance system
- Assist in the input of payroll and payroll calculations and reconciliations
- Assist with external and internal financial audits by providing necessary documentation and information as required
- Completion of accurate timesheets with job numbers, daily checklists, reconciliations and other work related documentation.
- Ensure compliance with Council's record management systems.
- Ensure that all critical processes and procedures are documented, including standard operating manuals.
- Seeks approval from Supervisor for expenses / claims, as required by Council's policies and guidelines.
- Ensuring that accounting transactions and records are in accordance with Council's Policies and procedures.

IP&R and Strategic Planning

- Contribution towards the goals outlined in Council's Delivery and Operational Plan and any other appropriate planning / reporting frameworks that are applicable to the scope of the position.

WHS and Environment

- Completing and adhering to workplace procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of Workplace Health and Safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and hazards in the workplace.
- Participate in environmental incident investigation and nominated corrective measures including the observation and reporting of any new environmental aspects and impacts.

General

- Provide excellent customer service to both internal and external customers.
- Promote the image of Council in a positive manner and actively promote good public relations.
- Behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties consistent with the responsibilities of the position as directed.

Position Description

Key Internal Relationships

Corporate & Sustainability Department	Work collaboratively within the team to ensure service continuity and contribution towards efficient operations to support Councils plans, strategies and priorities.
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Council Departments	Collaborate with all Council Departments to ensure service continuity and a high standard of customer service.
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Direct Reports	Nil
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Key External Relationships

External Stakeholders and Committees	Represent Council and provide a high standard of excellence and professionalism to all stakeholders.
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Delegations

- Nil

Position Description

Technical Requirements

- Sound computer literacy and ability to use MS Word, Excel and Outlook and relevant professional/technical software.
- Currently studying a Bachelor of Accounting or Commerce (Accounting Major) and are in second or final year of study in 2025 with the ability to study part time.
- Proven organisational skills to manage workloads and meet competing deadlines while maintaining a high level of accuracy and attention to detail
- Demonstrated commitment to excellent customer services with a flexible attitude and ability to use initiative.
- Sound interpersonal skills, including the ability to communicate effectively both verbally and in writing.
- Strong analytical and problem solving skills
- Highly motivated to work in a dynamic team environment and contribute to group outcomes.
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S).
- Class P, P2 or C Drivers Licence (unrestricted).
- Ability to complete criminal history and background checks satisfactory.

Desirable Requirements

- Local Government experience.

Selection Criteria

- Sound computer literacy and ability to use MS Word, Excel and Outlook and relevant professional/technical software.
- Currently studying a Bachelor of Accounting or Commerce (Accounting Major) and are in second or final year of study in 2025 with the ability to study part time.
- Class P, P2 or C Drivers Licence (unrestricted).
- Knowledge of Customer Service/Administration with the ability to learn and develop knowledge on the job.
- Takes the initiative to progress own and team tasks, and consistently delivers high quality work with minimal supervision.
- Makes the most of opportunities to learn and apply new skills and adapts quickly to changed priorities and work environment.
- Commitment to safety and consistently act in line with legislation and policy.
- Ability to communicate clearly and effectively, work independently with minimal supervision, and contribute positively within a team environment.

I acknowledge and understand the requirements of the role as contained within this position description.

Signed:	
Name:	
Date:	