

## FINANCIAL ACCOUNTANT

### Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

### Our Goals

Thriving Community	Prosperous Economy	Clean And Green City	Places For People
<i>A City where people have the opportunity to connect and flourish</i>	<i>A City with a thriving economy that enriches its local community</i>	<i>A City that values its natural environment</i>	<i>An accessible City where people love to be</i>

### Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.  
Our systems, processes and tools are contemporary and reflect leading practice.  
Our assets and finances are managed with good stewardship.

### We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

### Our Organisational Values

Make a Difference	Grow & Improve	Better Together
We serve our community well	We improve our work everyday	We collaborate & create to deliver meaningful outcomes
<ul style="list-style-type: none"><li>• Deliver public good</li><li>• Improve the quality of people's lives</li><li>• Community focussed</li><li>• Deliver Council's City Plan</li></ul>	<ul style="list-style-type: none"><li>• Innovate</li><li>• Continuously improve</li><li>• Problem solve</li><li>• Adapt &amp; change</li><li>• Engage the community</li><li>• Shape the future</li></ul>	<ul style="list-style-type: none"><li>• Trust, honesty, integrity</li><li>• Care &amp; support each other</li><li>• Work as a team</li><li>• We celebrate success</li><li>• We are accountable</li><li>• Open communication</li></ul>

The position is:

<b>Position Title</b>	<b>Financial Accountant</b>		
<b>Department &amp; Section</b>	<b>Corporate Services - Finance</b>		
<b>Team</b>			
<b>Reporting to</b>	<b>Manager Finance &amp; Procurement</b>		
<b>Positions Reporting to it</b>	<b>Nil</b>		
<b>Classification and Stream</b>	<b>MOA Level 6</b>		
<b>Position Number</b>		<b>Prescribed Position:</b>	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input checked="" type="checkbox"/>

## How does this position contribute to our community?

- Upholds strong financial management to ensure community priorities are met in a fiscally responsible and sustainable way.
- Supports the delivery of valued community outcomes through disciplined and forward-thinking financial management.
- Maintains robust financial controls that enable Council to achieve meaningful results for the community.

## What does the position do?

- Prepares accurate and detailed financial performance reports in a timely manner, to inform decision making.
- Undertakes financial analysis as directed by the Finance Manager, identifying cost/revenue drivers of the business to improve organisational performance.
- Provides specialist advice to leaders about the financial implications of business decisions, to enhance Councils financial performance.
- Ensures accurate and timely preparation of financial statements, supports budgeting and forecasting processes, and maintains compliance with relevant accounting standards and regulatory requirements.
- Works collaboratively across departments and with external stakeholders.
- Prepares financial models and forecasts.
- Assists managers, budget officers and other Council employees manage their financial obligations aligned to Council policy and process.
- Prepares Councils budget and annual statutory financial statements.
- Co-ordinates audit activities and internal control reviews.
- Undertakes general ledger maintenance, including monthly accruals, journals, and account reconciliation.
- Prepares BAS, FBT and other tax lodgments.
- Supports digital implementation projects by way of provision of advice and user acceptance testing.
- Provides support to all finance teams as required and directed by the Manager Finance and Procurement to ensure operational delivery across the Section.
- Continuously improves the efficiency of Councils processes, procedures, and accounting systems.
- Effectively manages own time and priorities to achieve work outcomes.
- Ensures appropriate management of sensitive and/or confidential information.
- Other reasonable duties as required.

## What outcomes does the position deliver?

- Budgets and financial reports are accurate, timely, based on reasonable assumptions, and have clear alignment to strategic objectives of Council.

# POSITION DESCRIPTION



- Growth of organisational financial acumen and improved capability in operational, service, and project costing.
- Councils' financial compliance obligations are accurate and lodged in a timely manner.
- Appropriate policies and internal financial controls are in place to mitigate risk of material misstatement in financial statements.

## **The behaviours we expect the position to contribute to our workplace are:**

- Effective communication and information sharing.
- Customer focused and passionate about delivering for our community.
- Alignment to PAE Values and Code of Conduct.
- Interpersonal skills that build good work relationships.
- Sound problem solving, innovative thinking and informed decision making.
- Enthusiasm to complete tasks.
- A commitment to personal development and improvement.
- Adaptability and flexibility to new ideas and concepts.
- Maintains confidentiality and demonstrates high ethical standards.
- Proactive in identifying issues and implementing solutions.
- Responsible financial management

## **Qualifications for the position**

- Tertiary qualification in accounting or commerce (or equivalent).
- Post-graduate professional qualifications (e.g. CA/CPA).

## **Experience**

- Significant commercial experience (5-8 years minimum) in a senior accounting position in a large, complex, and diverse organisation is essential.
- Demonstrated experience in financial reporting is essential.
- Experience solving complex problems through analysis and critical thinking, drawing insights from a range of qualitative and quantitative sources.
- Demonstrated experience influencing, negotiating, and engaging positively with a diverse range of stakeholders to achieve improved outcomes.
- Experience in the preparation of statutory financial reports.
- Experience with complex ERP/Financial Management systems is essential.
- Experience with contemporary Business Analytics tools is desirable.
- Technology One ERP experience is desirable, but not essential.
- Experience and/or understanding of Records Management Responsibilities and Practices within local government.

## **Knowledge**

- Sound understanding of Australian Accounting Standards.
- Sound understanding of accounting practices and procedures applicable to management reporting, budgeting, reconciliations, and general ledger management.
- Sound knowledge of legislation and Council Policies as they relate to the functions of the Finance section.
- Knowledge of Councils City Plan and the services and functions provided by the Council.
- Sound knowledge of computer systems and applications relevant to finance activities.
- Sound knowledge of internal controls relevant to finance activities.

## **Information Management/Cyber Security**

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

# POSITION DESCRIPTION



## Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

## Our Safety and Return to Work Commitments

### All Employees

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_