Position Description
Financial Accountant

Classification	Level 8
Status	Fixed Term Contract (Up to 5 Years) Full time
Reports to	Manager Financial Services
Responsible for	Accounts Payable Officer Finance Officer
Position Objective	Provide an effective and efficient finance and accounting service, ensuring compliance with all statutory requirements. Support the Manager Financial Services in the operational management and delivery of the Town's finance functions and processes.
Last Review Date	August 2025

About the Team

The Town's Corporate Services directorate covers a broad portfolio including finance and rating and customer services, information management and technology, procurement and children's services (long day care centres). We actively collaborate with stakeholders to deliver exceptional services, sound financial management and good governance.

Role Responsibilities

Financial Management

- Provide statutory accounting functions, ensuring all statutory reporting is compliant with relevant Local Government Legislation and Australian Accounting Standards Board pronouncements.

- Prepare the monthly and annual financial statements, including managing end-of-month processes.

- Administer and accurately record all Council revenue and expenditure accounts in accordance with the Local Government (Financial Management) Regulations and relevant Australian Accounting Standards.

- Ensure monthly Balance Sheet and Trust Account reconciliations are up to date.

- Manages the Town's Financial Information Management System ensuring that Business Unit requirements are met.

- Develop and document business processes and corporate and finance policies and procedures to maintain and strengthen internal controls.

- Provide technical advice to Town staff on financial system and process requirements; make recommendations to the Manager Financial Services.

- Manage and lead Finance team members, providing guidance, support and innovative and proactive leadership.

- Asist the Management Accountant with business partnering and in the preparation of the Town's Annual Budget, Budget reviews and Long-Term Financial Plan.

- Maintain the Town's Investment Register in line with the Investment Policy and legislation and makes investment recommendations taking account of cash flow requirements.

- Maintains the Town's Fixed Asset Register including revaluations.

- Responsible for the preparation and lodgement of compliance-based reports such as BAS, TPAR, Fuel Tax Credits and FBT within specified deadlines.

- Undertake any other relevant duties as directed by the Manager Financial Services or Director Corporate Services.

- Conduct periodic reviews of systems to ensure correct processes are maintained to provide an efficient service to all stakeholders.

- Liaise with external stakeholders such as banks and auditors and respond to queries.

- Exercise delegated authority and purchasing approval as determined by the CEO.

Corporate

- Adhere to the principles of, and behave in accordance with the Town's Code of Conduct.

- Develop and maintain strong communication networks and sound professional relationships with Town staff and counterparts in other local governments, government entities, auditors and other stakeholders.

- Provide a friendly, courteous and efficient level of service to both internal and external stakeholders.

- Provide leadership and mentoring to other officers within the Finance team to support development and build capability and skills.

All workers must:
- Demonstrate a strong commitment to work health, safety, and wellbeing by taking care / action to ensure own safety and the safety of others by complying with WHS legislative requirements as well as Town of Bassendean policies, procedures, guidelines, instructions, and safety management systems.

Other Job Requirements

The Town will assess applications and suitability against the above role responsibilities, leadership capability requirements and other requirements below.

Possession of, or progress towards Tertiary qualifications in Accounting or a Business related discipline together with significant Industry experience in a relevant or similar discipline.

- A minimum of 5 Years' experience, preferably in Local Government.

- A high level of accuracy and strong attention to detail.

- Strong analytical and problem solving skills, with the ability to ask the 'right questions' to provide the requisite advice.

- Ability to work autonomously with limited supervision with good time management and planning skills.

- Advanced Excel skills.

Agreement

The details contained in this document are an accurate statement of duties, responsibilities and other requirements of the job.

As the **employee**, I have reviewed and accept the statement of duties.

Name	Signature	Date	Checked by HR

As the **Manager** I have reviewed and confirm this is a current and relevant document.

Name	Signature	Date	Checked by HR

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Capability Requirements

The following Capability Framework describes 20 capabilities across five core groups. Together the capability groups set out the core knowledge, skills, abilities and other attributes expected of this position.

1. Personal Attributes

Manage Self *Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning*	✓ Demonstrates motivation to serve the community and organisation ✓ Initiates team activity on organisation/unit projects, issues and opportunities ✓ Seeks and accepts challenging assignments and other development opportunities ✓ Seeks feedback broadly and asks others for help with own development areas ✓ Translates negative feedback into an opportunity to improve
Display Resilience and Adaptability *Express own views, persevere through challenges, and be flexible and willing to change*	✓ Is flexible and readily adjusts own style and approach to suit the situation ✓ Adjusts tactics or priorities in response to changes in the organisational environment ✓ Gives frank, honest advice, even in the face of strong, contrary views ✓ Accepts criticism of own ideas and responds in a thoughtful and considered way ✓ Welcomes challenges and persists in raising and working through difficult issues ✓ Shows composure and decisiveness in dealing with difficult and controversial issues
Act with Integrity *Be honest, ethical and professional, and prepared to speak up for what is right*	✓ Models ethical behaviour and reinforces it in others ✓ Represents the organisation in an honest, ethical and professional way and sets an example for others to follow ✓ Promotes integrity, courage and professionalism inside and outside the organisation ✓ Monitors ethical practices, standards and systems and reinforces their use ✓ Proactively addresses ethical and people issues before they magnify
Demonstrate Accountability *Take responsibility for own actions, commit to safety, and act in line with legislation and policy*	✓ Is prepared to make decisions involving tough choices and weighing of risks ✓ Addresses situations before they become crises and identifies measures to avoid recurrence ✓ Takes responsibility for outcomes, including mistakes and failures ✓ Coaches team members to take responsibility for addressing and resolving challenging situations ✓ Oversees implementation of safe work practices and the risk management framework

2. Relationships

Communicate & Engage *Communicate clearly and respectfully, listen, and encourage input from others*	✓ Presents with credibility and engages varied audiences ✓ Translates complex information concisely for diverse audiences ✓ Creates opportunities for others to contribute to discussion and debate ✓ Demonstrates active listening skills, using techniques that contribute to a deeper understanding ✓ Is attuned to the needs of diverse audiences, adjusting style and approach flexibly ✓ Prepares (or coordinates preparation of) high impact written documents and presentations
Community & Customer Focus *Commit to delivering customer and community focused services in line with strategic objectives*	✓ Demonstrates a thorough understanding of the interests, needs and diversity in the community ✓ Promotes a culture of quality customer service ✓ Initiates and develops partnerships with customers and the community to define and evaluate service outcomes ✓ Ensures that the customer is at the heart of business process design ✓ Makes improvements to management systems, processes and practices to improve service delivery

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	✓ Works towards social, environmental and economic sustainability in the community/region
Work Collaboratively *Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity*	✓ Builds a culture of respect and understanding across the organisation ✓ Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams ✓ Builds co-operation and overcomes barriers to sharing across the organisation ✓ Facilitates opportunities to develop joint solutions with stakeholders across the region and sector ✓ Models inclusiveness and respect for diversity in people, experiences and backgrounds
Influence & Negotiate *Persuade and gain commitment from others, and resolve issues and conflicts*	✓ Builds and maintains professional relationships inside and outside the organisation ✓ Makes a strong personal impression and influences others with a fair and considered approach ✓ Establishes a negotiation position based on a firm grasp of key issues, likely points of difference and areas for compromise ✓ Identifies key stakeholders and tests their level of support in advance of negotiations ✓ Uses humour appropriately to enhance professional relationships and interactions ✓ Pre-empts and minimises conflict by working towards mutually beneficial outcomes

3. Results

Plan & Prioritise *Plan and organise work in line with organisational goals, and adjust to changing priorities*	✓ Ensures business plans and priorities are in line with organisational objectives ✓ Uses historical context to inform business plans and mitigate risks ✓ Anticipates and assesses shifts in the environment and ensures contingency plans are in place ✓ Ensures that program risks are managed and strategies are in place to respond to variance ✓ Implements systems for monitoring and evaluating effective program and project management
Think & Solve Problems *Think, analyse and consider the broader context to develop practical solutions*	✓ Is able to draw on wide-ranging interests and experiences when facing new challenges ✓ Thinks broadly about the root of problems before focusing in on the problem definition and solutions ✓ Is able to discuss issues from different angles and project impacts into the future ✓ Considers the broader context when critically analysing information and weighing recommendations ✓ Involves diverse perspectives in testing thinking and solutions
Create & Innovate *Encourage and suggest new ideas and show commitment to improving services and ways of working*	✓ Encourages independent thinking and new ideas from others ✓ Draws on developments and trends in the industry and beyond to develop solutions ✓ Supports experimentation and rapid prototyping to test and refine innovative solutions ✓ Develops/champions innovative solutions with long standing, organisation-wide impact ✓ Explores creative alternatives to improve management systems, processes and practices ✓ Contributes own knowledge and experience to staff training and development sessions
Deliver Results *Achieve results through efficient use of resources and a commitment to quality outcomes*	✓ Sets high standards and challenging goals for self and others ✓ Delegates responsibility appropriately and provides support ✓ Defines what success looks like in measurable terms ✓ Uses own professional knowledge and the expertise of others to drive results ✓ Implements and oversees quality assurance practices

4. Resources

Finance *Be a responsible custodian of council funds and apply processes in line with legislation and policy*	✓ Ensures the design/delivery of services is within budget ✓ Explains the organisation's financial drivers to others in plain language ✓ Evaluates strategic business cases including the relative cost benefits of direct provision or purchase of services ✓ Models the highest standards of financial probity, demonstrating respect for public monies and other resources ✓ Promotes the role of sound financial management and its impact on long term financial sustainability ✓ Seeks and applies specialist financial advice to inform decisions
Assets & Tools *Use, allocate and maintain work tools appropriately and manage community assets responsibly*	✓ Considers council and community assets in the design/delivery of services ✓ Facilitates and monitors appropriate deployment of assets and tools in line with community priorities ✓ Implements and monitors compliance with asset management and maintenance plans and policies
Technology & Information *Use technology and information to maximise efficiency and effectiveness*	✓ Implements appropriate controls to ensure compliance with information and communications security and use policies ✓ Implements and monitors appropriate records, information and knowledge management systems ✓ Seeks advice from technical experts on leveraging technology to achieve organisational outcomes ✓ Stays up to date with emerging technologies and considers how they might be applied in the organisation
Procurement & Contracts *Understand and apply procurement processes to ensure effective purchasing and contract performance*	✓ Ensures that organisational policy on procurement and contract management is implemented ✓ Applies knowledge of procurement and contract management risks to decisions ✓ Ensures others understand their obligations to manage and mitigate risks in procurement ✓ Implements effective governance arrangements to monitor provider, supplier and contractor performance ✓ Represents the organisation in resolving disputes with suppliers and contractors

5. People Leadership

Manage & Develop People *Engage and motivate staff, develop capability and potential in others*	✓ Knows the individual strengths, weaknesses, goals and concerns of members of the team ✓ Fosters high performance through effective conversations and feedback and by providing stretch opportunities ✓ Identifies and develops talent across the organisation ✓ Coaches and mentors staff to foster professional development and continuous learning ✓ Implements performance development frameworks to align capability with the organisation's current and future priorities ✓ Resolves team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way
Inspire Direction & Purpose *Communicate organisational goals, priorities and vision and recognise achievements*	✓ Translates organisational vision and strategy into operational goals to help staff understand their own contribution ✓ Builds a shared sense of purpose through involving people in defining priorities and cascading goals ✓ Regularly communicates progress against business unit and organisational goals ✓ Creates opportunities for recognising and celebrating high performance at the individual and team level
Optimise Workforce Contribution *Hire and deploy people effectively and apply sound workforce planning principles*	✓ Ensures resource management plans effectively distribute people resources in line with priorities ✓ Develops workforce management plans that link to current and future organisational priorities and objectives ✓ Uses talent management processes to guide learning and development investment and to allocate critical roles

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	✓ Recruits capable people with varied backgrounds, styles and strengths
Lead & Manage Change *Initiate, support and champion change, assist others to accept and engage with change*	✓ Translates change initiatives into practical strategies, including the role of staff in implementing them ✓ Analyses the change context to identify the level of consultation and involvement required from staff and stakeholders ✓ Develops appropriate approaches to involve staff and stakeholders at various stages of the project ✓ Implements structured processes to manage structural, system, process and cultural barriers to change ✓ Provides coaching and leadership in times of uncertainty and difficulty for staff

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