

POSITION DESCRIPTION

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
• Deliver public good • Improve the quality of people's lives • Community focussed • Deliver Council's City Plan	• Innovate • Continuously improve • Problem solve • Adapt & change • Engage the community • Shape the future	• Trust, honesty, integrity • Care & support each other • Work as a team • We celebrate success • We are accountable • Open communication

POSITION DESCRIPTION

The position is:

Position Title	Financial Accountant		
Department & Section	Corporate Services – Finance & Procurement		
Team	Corporate Accounting		
Reporting to	Corporate Accounting Leader		
Positions Reporting to it	Nil		
Classification	Level 4		
Position Number	3251	Prescribed Position:	YES ☐ NO ☒

How does this position contribute to our community?

- Ensures the accuracy of financial reporting provided to our regulators, employees, members and committee which demonstrates transparency to Council's operational performance and efficiency.
- Ensure Council's funding arrangements and borrowings are optimally managed to minimise interest costs to the community.
- Enhances our strong financial management, ensuring that we continue to deliver outcomes valued by our community, in a financially responsible manner.

What does the position do?

- Assist the Corporate Accounting Leader with financial statements, supporting notes and workpapers, grants commission returns, and council report preparation.
- Assist the Corporate Accounting Leader with internal and external audit responses.
- Assist with the development and review of internal controls and finance policies.
- Provide technical advice and interpretation of current and future accounting standards and legislative requirements and assist the preparation of specialist advice for management in relation to financial reporting implications.
- Maintain the grants register in accordance with policy requirements
- Preparation of monthly Business Activity Statements (BAS).
- Preparation of annual Fringe Benefits Tax (FBT) return and supporting working papers.
- Preparation of Taxable Payments Annual Report (TPAR) submission.
- Coordinate responses for relevant Australian Bureau of Statistics (ABS) surveys.
- Review daily cash requirements and ensure loan facilities and working capital are managed effectively.
- Manage bank reconciliations to ensure all cash transactions are captured accurately to the general ledger in a timely manner.
- Coordinate regular balance sheet and other general ledger reconciliations to ensure accurate completion and prompt resolution of any reconciling items.
- Prepare Elected Member annual income statements.
- Administer the Corporate Purchase Card program, related systems, and procedures.
- Assist with maintenance of the chart of accounts and accounting ledgers.
- Assist with annual rate modelling and revenue analysis.
- Undertake testing and identification of issues for system upgrades prior to implementation.
- Other reasonable duties as required are undertaken.

What outcomes does the position deliver?

- Compliance with all statutory, taxation and legislative financial reporting obligations.
- Build organisational knowledge base regarding Australian Accounting Standards.
- Council's transactional and cash funding requirements are effectively managed.
- Key balance sheet and general ledger account reconciliations are regularly maintained.

- Appropriate policies and internal financial controls are maintained to mitigate risk of material misstatement in financial statements.
- Council has effective oversight of Corporate Purchase Cards.

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

Qualifications for the position

- Tertiary qualification in accounting or commerce or equivalent.
- Studying towards (or willing to complete) a post-graduate professional qualification (e.g. CA/CPA).

Experience

- Experience preparing general purpose statutory financial statements in accordance with Australian Accounting Standards.
- Demonstrated experience developing technical advice for senior management.
- Experience solving complex problems through analysis and critical thinking.
- Experience working in a busy office environment and the ability to prioritise and meet diverse customer needs.
- Experience using Microsoft software (e.g. Outlook, Teams, Word, Excel).

Knowledge

- Knowledge of relevant sections of the Local Government Act 1999 and supporting Regulations.
- Strong technical understanding of Australian Accounting Standards.
- Demonstrated ability to research, interpret and apply legislation to real-world situations.
- An understanding of business management and budgeting processes.
- Effective time management skills and being flexible to changing priorities/environments.

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.

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.

Procurement and Contract Management

- Responsible for complying with Council's procurement policy and processes
- Proficient in the application and requirements of procurement within a Local Government context

POSITION DESCRIPTION



- Requirement to undertake regular training regarding procurement and contract management activities

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.