



# POSITION DESCRIPTION

Accountant

## ACCOUNTANT

POSITION TITLE:	Accountant
POSITION NUMBER:	2005
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	Level 7
REPORTS TO:	Finance Manager
DEPARTMENT:	Corporate Services
LAST REVIEWED:	February 2026

### ABOUT US

Our communities are famous throughout Australia for being the friendliest in North West Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and the local government administration works collaboratively with us to achieve our aspirations.

#### Our Commitment

We inspire people to  
create a better future.

#### Our Vision

Whether you live here or visit, you will  
see how much we value our natural  
beauty, how connected our communities  
are, and how balanced growth makes  
this the best place in the world.

#### We Value



Honesty



Integrity



Accountability

### OBJECTIVE OF THIS ROLE

To ensure the efficient and effective performance of duties associated financial accounting and reporting services to support the Council's financial management and decision-making processes.

Liaise with the Finance Manager in providing financial analysis, advice, and recommendations to support business decisions and strategic planning.

Work collaboratively with other teams and department to achieve Council objectives and provide financial and payroll support and guidance as required.

### REPORTING LINES

- Finance Manager
- Director of Corporate Services



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## KEY RESPONSIBILITIES IN THIS ROLE

This outlines the general duties and responsibilities of the position, but is not all encompassing:

- Responsible for assisting in the preparation and review of financial statements, reports, and budgets to ensure compliance with the Australian Accounting Standards;
- Responsible for the day-to-day maintenance of the general ledger and associated documents to ensure compliance with the Australian Accounting Standards;
- Reconcile general ledger accounts, including accounts payable, accounts receivable, and payroll;
- Provide accounting support for monthly and annual financial reporting processes;
- Responsible for financially managing Council's Attekus Bookable system with accounting for bond redemptions, revenue recognition and reconciliation.,
- Contributing to and playing a key role in implementation of best practice budgeting processes;
- Prepare financial models, forecasts, and projections to support business decisions and strategic planning;
- Conduct cost-benefit analyses and provide recommendation on financial investments and initiatives;
- Participate in strategic planning processes to develop and implement financial strategies aligned with organisational objectives;
- Undertake debtor management and cost control measures,
- Prepare subsidy and grant financial Acquittals,
- Assisting with the resolution of system issues that are impacting on financial data.
- Participate in payroll processes including salary and wage payments, benefits and deductions.
- Ensure compliance with payroll legislation and regulations, including tax and superannuation requirements
- Provide payroll support and guidance to employees and management;
- Other duties as reasonably requested within the scope of the position.

## KEY SELECTION CRITERIA

- Tertiary qualification in accounting which is recognised by Australian Professional bodies and a minimum of 3 years experience in an accounting role.
- Possess a thorough understanding of Australian Accounting Standards; and ability to interpret and apply legislative requirements to workplace processes;
- Comprehensive understanding of corporate financial IT systems, preferably the knowledge of the Synergysoft Financial Software (IT Vision) or similar;
- Highly developed interpersonal skills.
- Demonstrated knowledge of Microsoft Office software, in particular Excel and Word.
- Local Government experience is desirable.

## QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

### Mandatory:

- Current Police Clearance
- Qualification in Accounting or similar and/or substantial experience in accounting roles in a mid to large organisation.

### Desirable:

- Possess an unrestricted drivers license.



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## WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council Officers have an obligation to uphold workplace health and safety due diligence when working for the Council, Under Section 27 of the *Work Health and Safety Act 2011* ("Act")

### To ensure that the person conducting the business or undertaking:

1. to acquire and keep up-to-date knowledge of work health and safety matters
2. to gain an understanding of the nature of the operations and generally of the hazards and risks associated with those operations
3. has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking
4. has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information
5. has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above.

**Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.**

**Name**

**Signature**

**Date**