

SENIOR CORPORATE 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
<p>We serve our community well</p> <ul style="list-style-type: none">• Deliver public good• Improve the quality of people's lives• Community focussed• Deliver Council's City Plan	<p>We improve our work everyday</p> <ul style="list-style-type: none">• Innovate• Continuously improve• Problem solve• Adapt & change• Engage the community• Shape the future	<p>We collaborate & create to deliver meaningful outcomes</p> <ul style="list-style-type: none">• 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	Senior Corporate Accountant		
Department & Section	Corporate Services, Finance and Procurement		
Team	Finance		
Reporting to	Manager Finance & Procurement		
Positions Reporting to it	Nil		
Classification and Stream	MOA 7		
Position Number		Prescribed Position:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

How does this position contribute to our community?

- Ensures the accuracy and transparency of financial reporting and decision support to demonstrate Council's operational performance and efficiency.
- Supports financial discipline and operational efficiency to help keep rate increases as low as possible for our community.
- Manages funding arrangements and borrowings to minimise interest costs to the community.
- Provides robust budgets and ongoing reporting against forecast to enhance community confidence in financial decision making and service provision.
- Strengthens Council's financial management to continue delivering outcomes valued by our community in a financially responsible manner.

What does the position do?

- Provide Subject Matter Expertise (SME) on current and future accounting standards and legislative requirements, advising management on financial reporting implications.
- Coordinate compliance with statutory financial reporting obligations (e.g. annual financial statements, Local Government Grants Commission submissions, ESCOSA, ABS).
- Oversee frameworks and controls to ensure compliance with BAS, FBT and TPAR obligations; support lodgement quality and respond to technical queries.
- Coordinate organisational responses to external audits (financial and taxation).
- Support the management of transactional banking arrangements to facilitate efficient business transactions and accurate recording in the financial statements.
- Prepare and review balance sheet reconciliations to ensure timely and accurate completion.
- Ensure the grants register is updated and maintained in accordance with policy requirements.
- Prepare technical accounting adjustments at year-end (e.g. leases, employee leave provisions, commitments).
- Maintain the Corporate Purchase Card program, systems, and procedures.
- Deliver specialist advice on budgeting methodologies, costing frameworks and management accounting practices.
- Support the preparation of the Annual Budget, Quarterly Budget Reviews and the Long-Term Financial Plan.
- Develop decision support dashboards and insights for management (e.g. service costing, asset utilisation, employee costs, overheads).
- Provide customised operational reporting aligned to unique business challenges and requirements.
- Conduct robust budget assurance to validate the accuracy, strategic alignment and deliverability of operational and project forecasts.

POSITION DESCRIPTION



- Prepare monthly management reports in accordance with published corporate deadlines.
- Provide oversight and management of Council's asset registers, ensuring appropriate capitalisation and disposal, periodic revaluation and impairment, and accurate depreciation expense reporting.
- Support the preparation of annual financial statements, internal control compliance, and other regular accounting and reporting obligations.
- Investigate and implement system or process improvements.
- Other reasonable duties as required
- Work at other locations within Council if required

What outcomes does the position deliver?

- Compliance with statutory, taxation and legislative reporting obligations.
- Accurate, timely budgets and forecasts based on reasonable assumptions and aligned to Council's strategic objectives.
- Executive and operational management receive strong strategic finance partnering to support delivery of capital projects, community programs and services.
- Organisational financial acumen and capability in operational, service and project costing are strengthened.
- Transactional and funding requirements are effectively managed, including LGFA borrowings and banking.

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
- Empowering leader who develops, coaches, and provides appropriate feedback to assist others reach their full potential
- Authentic leader who builds constructive relationships with people at all levels across the organisation
- Strong and effective communicator and listener
- Agility and responsiveness – comfortable adapting quickly to changing priorities
- Operates with a high level of empathy and openness to ideas and diversity
- High level interpersonal and influencing skills
- Lead people and set vision of excellence aligned to PAE Values
- Responsible financial management
- Politically aware

Qualifications for the position

- Tertiary qualification in accounting or commerce (or equivalent).
- Post-graduate professional qualifications (e.g. CA/CPA).
- Progression towards a strategic management qualification (e.g. MBA) is desirable.

Experience

- Demonstrated experience in providing expert recommendations and commercially sound advice to senior management.

POSITION DESCRIPTION



- Experience solving complex problems through analysis and critical thinking, drawing insights from qualitative and quantitative sources.
- Demonstrated experience influencing, negotiating, and engaging positively with a diverse range of stakeholders to achieve improved outcomes.
- Experience working in a complex environment and the ability to prioritise and meet diverse customer needs.
- Demonstrated experience writing reports and delivering presentations/workshops.
- Experience in Local Government is desirable.
- Experience using Microsoft software (e.g. Outlook, Teams, Word, Excel) is essential.

Knowledge

- Knowledge of relevant sections of the Local Government Act 1999 and supporting Regulations.
- Strong technical understanding of Australian Accounting Standards.
- Significant exposure to strategic management accounting and/or business partnering in a large, complex organisation.
- Sound knowledge of Council policies and strategic objectives.
- Ability to research, interpret and apply legislation to complex situations.
- Effective time management skills and flexibility to changing priorities/environments.
- Understanding of project management and leading through change.

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 Councils procurement policy and processes
- Proficient in the application and requirements of procurement within a Local Government context
- 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.