



Position Description – Assistant Accountant (Assets)

Division	Corporate Services
Portfolio	Financial Services
Business Unit	Financial Services
Level	4
Reports To	Financial Controller and Operations Lead
Prescribed Position	No

Position Objective

Provide practical and responsive accounting support to the Financial Controller & Operations Lead by assisting with financial and statutory reporting, reconciliations, fixed asset register maintenance, grant acquittals, audit preparation, cash flow forecasting and related finance activities. The role also provides support to accounts payable and accounts receivable processes as required, in accordance with established procedures, controls and agreed timeframes.

Key Responsibilities

- Prepare and maintain accurate financial data, reconciliations, schedules and working papers to support month-end, year-end, statutory reporting and other financial reporting requirements.
- Assist with statutory reporting and compliance activities, including annual report and financial statement information, BAS, FBT and other statutory returns, in accordance with established procedures and agreed timeframes.
- Support grant acquittal processes by preparing financial information, reconciliations and supporting documentation for review, as required.
- Assist with external audit preparation by preparing schedules, collating supporting information, responding to routine information requests and escalating complex matters as required.
- Maintain the fixed asset register and support asset accounting processes, including capitalisation, disposals, transfers, depreciation, reconciliations and related reporting, in accordance with approved controls and procedures.
- Prepare and update cash flow forecasting information, including routine data inputs, reconciliations and supporting analysis, for review.
- Provide practical support to accounts payable and accounts receivable processes as required, including leave cover and routine processing support, in accordance with established procedures, controls and service standards.

- Assist in maintaining the integrity of financial information by applying established controls, procedures, policies and relevant accounting requirements.
- Work cooperatively with Financial Services colleagues, share knowledge, support routine process improvements and escalate risks, exceptions or issues where required.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for being actively involved in the identification and management of the day to day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Managements Systems.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

Selection Criteria

Skills

- Sound communication and interpersonal skills, with the ability to build positive working relationships and provide practical finance support to managers, colleagues and other stakeholders.
- Sound analytical and problem-solving skills, with the ability to review financial information, identify inconsistencies, prepare supporting analysis and escalate complex matters when required.
- Ability to prepare accurate reconciliations, schedules, working papers and routine reports to support financial, statutory, audit and grant reporting requirements.
- Sound planning and organisational skills, with the ability to manage competing tasks, meet deadlines and maintain accuracy in a busy finance environment.
- Ability to use finance systems, reporting tools and Microsoft Office applications to maintain data, prepare routine reports and support established financial processes.

Knowledge

- Sound working knowledge of accounting, reconciliations, financial reporting, budgeting and forecasting practices relevant to a finance support role.
- Understanding of routine statutory reporting, grant acquittal, audit support and fixed asset register processes, or the ability to quickly acquire this knowledge.

- Understanding of finance system processes, data integrity requirements and internal controls relevant to maintaining accurate financial information and reporting.
- Awareness of relevant accounting requirements, policies and legislative obligations, and the ability to apply established procedures in a local government finance environment.

Experience

- Experience in a finance, accounting or management accounting support role involving reporting, reconciliations, month-end, year-end, budgeting or forecasting activities.
- Experience using finance systems and reporting tools to maintain data, prepare reports, investigate routine issues and support financial processes.
- Experience supporting statutory reporting, audit preparation, grant acquittals, fixed assets or comparable financial compliance activities will be highly regarded.
- Experience working collaboratively with stakeholders and colleagues to provide accurate, timely and customer-focused finance support.

Qualifications & Requirements

A degree or diploma in Accounting, Finance, Business, Information Systems or a related discipline, or substantial progress towards a relevant qualification	Essential
CPA/CA qualification or progress towards professional membership	Desirable
Car Licence	Essential