

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

The position is:

Position Title	Financial Accountant		
Department & Section	Corporate Services – Finance and Procurement		
Team	Finance		
Reporting to	Manager Finance and Procurement		
Positions Reporting to it	Nil		
Classification and Stream	MOA Level 5		
Position Number	3265	Prescribed Position:	YES ☐ NO ☒

How does this position contribute to our community?

This position supports the effective financial management of waste and recycling services delivered through the Central Adelaide Waste and Recycling Authority (CAWRA). It provides financial accounting, reporting, accounts payable, payroll and compliance support for a shared service arrangement between the City of Port Adelaide Enfield (PAE) and the City of Charles Sturt (CCS). Through accurate financial information, sound controls and transparent reporting, the position helps ensure resources are managed responsibly and services remain sustainable, accountable and focused on delivering clean, reliable and value-for-money outcomes for our communities.

What does the position do?

- Prepare monthly financial reports, including actuals, forecasts and variance commentary, for review by the Manager Finance & Procurement and the CAWRA CEO.
- Assist with quarterly reporting, budget monitoring and financial analysis to support informed decision making.
- Support annual budget preparation by compiling data, preparing schedules and liaising with relevant stakeholders.
- Assist with the preparation and update of the Long-Term Financial Plan by maintaining supporting financial information and assumptions.
- Contribute to end of financial year processes, including preparation of reconciliations, schedules and draft financial statement information.
- Prepare routine journals, including depreciation, accruals, prepayments and adjustments, in accordance with approved processes.
- Maintain general ledger integrity through regular reconciliations, review of transactions and follow-up of discrepancies.
- Process and reconcile cross-council charging arrangements, ensuring appropriate supporting documentation is maintained.
- Prepare information and supporting schedules for BAS, FBT, TPAR and other statutory reporting requirements for review and lodgement.
- Apply relevant legislation, accounting standards, Council policies and procedures to day-to-day financial activities.
- Assist with internal and external audit processes by preparing working papers, evidence and reconciliations.
- Respond to routine audit queries and escalate complex matters to the Manager Finance & Procurement and/or CAWRA CEO.
- Support implementation of agreed audit actions and improvements to financial controls.
- Support payroll, accounts payable and accounts receivable processes by reviewing financial information, resolving routine issues and preparing reconciliations.
- Prepare invoices, payment information and debtor records in accordance with financial procedures.

- Maintain effective financial controls and accurate records to support transparent and accountable financial operations.
- Assist with cashflow monitoring, banking, investment records and treasury reporting as required.
- Maintain accurate financial data within Zero/TechOne and other finance systems.
- Identify and support practical improvements to financial processes, templates and reporting tools.
- Other reasonable duties as required

What outcomes does the position deliver?

- Financial reports, reconciliations and working papers are prepared accurately and within agreed timeframes.
- Budget, forecast and statutory reporting processes are supported with reliable information and analysis.
- Financial records are maintained in accordance with legislation, accounting standards, Council policies and audit requirements.
- Internal stakeholders receive responsive, practical and accurate financial support within the scope of the role.
- Opportunities for process improvement are identified and implemented in consultation with the Manager Finance & Procurement.

The behaviours we expect the position to contribute to our workplace are:

- Communicates clearly and shares information effectively, including clear and concise written material for a wide range of community audiences.
- Demonstrates a customer focused approach and strong commitment to delivering positive outcomes for the community.
- Models PAE Values and acts in accordance with the Code of Conduct.
- Interpersonal skills that build good work relationships
- Sound problem solving, innovative thinking and informed decision making
- Translate complex or technical concepts into simple, practical language that supports understanding and informed decision-making across the business.
- A strong and collaborative team player, willingly supporting the team to achieve agreed objectives and deliver positive outcomes.
- Seeks opportunities for personal development and continuous improvement
- Adapt communication style to suit diverse audiences, ensuring key messages are clearly articulated and well understood.
- Works collaboratively across teams and manage multiple priorities effectively.

Qualifications for the position

- Tertiary qualification in Accounting, Commerce, Business or related discipline, or demonstrated equivalent experience
- CA/CPA qualification or progress towards professional membership is desirable.

Experience

- Demonstrated experience in financial accounting, reconciliations, financial reporting, budgeting support, taxation compliance and use of finance systems, preferably within local government or a comparable regulated environment.

Knowledge

- Sound technical understanding of Australian Accounting Standards and their application to moderately complex financial accounting matters.
- Demonstrated experience and knowledge in financial accounting, financial reporting, reconciliations, budgeting support and providing practical advice to internal stakeholders within established policies, procedures and professional standards.

- Ability to interpret and apply relevant legislation, accounting standards, policies and procedures to day-to-day financial activities.
- Effective time management skills and ability to respond flexibly to changing priorities and deadlines.

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.
- 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.