



POSITION DESCRIPTION

SENIOR ACCOUNTANT

Position Number:	502	Location:	Cunnamulla
Award:	Queensland Local Government Industry Award (Stream A) – State 2017		
Certified Agreement:	Paroo Shire Council – Non-Operational Staff Certified Agreement 2021-2024		
Classification Level:	8	Employment Type:	Permanent Full Time
Department / Team:	Corporate Services, Governance and Risk / Finance		
Reports to:	Director Corporate Services, Governance and Risk	Supervises:	3 direct reports

Our Values

In making and implementing our decisions we will be guided by the principles of **integrity, efficiency and continuous improvement** and exhibit the following values:

- P – Pride
- A – Accountability
- R – Respect
- O – Open and Transparent
- O – Opportunities for Employment
- S – Safety
- C – Commitment



Position Objectives

The Senior Accountant is responsible for overseeing the financial management aspects for Council, providing high level and comprehensive financial advice, planning, budgeting and reporting to meet legislative and organisational priorities. The Senior Accountant leads the day-to-day operations of the Finance Team including preparation of Financial Statements and Budgets.

Key Responsibilities

- Lead and mentor the Finance Team and oversee the day-to-day operations of accounts payable, accounts receivable and creditor functions, ensuring adherence to accounting and internal control requirements, policies and procedures.
- Prepare and monitor Council budgets and operational plans to track their progress.
- Prepare monthly financial reports for Council's General Meetings in line with organisation and legislative requirements.
- Prepare Council's Annual Financial Statements ensuring compliance with legislation.
- Prepare statutory returns for Australian Bureau of Statistics, Department of Housing, Local Government and Planning, Grants and Grants Commission and the Australian Taxation Office.
- Manage Fringe Benefits Tax returns, BAS and related matters.
- Monitor the cash flow of the Council and ensure the cash requirements are met.
- Undertake debtor management and cost control measures.
- Maintain the integrity, maintenance and updating of the Council's Accounting and Finance systems.
- Prepare Subsidy and Grant Financial Acquittals.
- Prepare, monitor and deliver financial records in line with organisational requirements, including returns and reconciliations.
- Collaborate with stakeholders to collect relevant data and provide support and information on Finance matters as needed, with a high level of customer service when responding to enquiries.

- Collaborate with the Procurement Coordinator, Project Managers and Project Leaders, as required, to establish, set and monitor procurement timelines for major tenders and procurement projects.
- Collaborate with the Procurement Coordinator and assist the Finance Team to ensure compliance in areas of procurement to enable prompt payment of suppliers.

Qualifications, Skills and Experience

Essential

- Tertiary qualification in accounting which is recognised by Australian Professional Accounting bodies and a minimum of 3 years' experience in an accounting role, preferably within local government.
- 'C' Class Queensland Drivers Licence or higher.
- Pre-Employment Health Assessment and National Police Check prior to appointment.

- Demonstrated well-developed written, verbal and interpersonal communication skills.
- Advanced skills in Microsoft Office suite and the use of accounting software or similar.
- Demonstrated well-developed analytical, conceptual and problem-solving skills in accounting and financial management information systems, maintaining a strong attention to detail.
- Demonstrated experience in the formulation, control and reporting of annual budget and ability to prepare Council's end of financial year accounts and reporting documents.
- Demonstrated ability to build and manage internal and external stakeholder relationships and handle complex matters effectively, while maintaining confidentiality and a high level of customer service.
- Demonstrated ability to plan and organise workload and operate with a high degree of autonomy, while providing proactive assistance to stakeholders in a deadline focused environment.

Desirable

- CA/CPA qualified.
- Tertiary qualifications and/or training in Management.
- Experience leading a small team.
- Experience working in a remote, rural or Local Government environment.
- Experience with Practical Plus Finance System.

Corporate Accountabilities

- Demonstrated commitment to apply and adhere with Council's Policies and Procedures and Local Government Act 2009, including but not limited to Council's Code of Conduct, Work Health and Safety Policy and Anti-Discrimination Policy.
- Capable of carrying out the physical and inherent requirements of the position and being flexible and adaptable to meet the requirements of the position.
- Maintain a positive team culture based on honesty, trust and integrity.
- Perform jobs, tasks and processes in accordance with relevant guidelines and standards.
- Maintain confidentiality of Council information obtained during the course of employment.
- Operate and maintain Council assets including equipment, plant and fleet within Council guidelines and manufacturers' specifications.
- Foster and maintain strong stakeholder relationships directly or indirectly associated with Council.
- Provide consistent and timely customer services to our colleagues and communities.

Work Health and Safety

- Apply Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment and to meet the standards imposed by any relevant safety legislation as required by Queensland's Work Health and Safety Act 2011.
- Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures and foster and maintain a positive attitude towards WHS within the individual work teams.

Position Description Acceptance

I agree and accept all terms, conditions and duties outlined in this document.

Employee Name: _____

Employee Signature: _____ Date: _____