

POSITION DESCRIPTION

Position Title:	Accounting Coordinator	Directorate:	Corporate Services
Position Number:	100316	Department:	Finance
Employment Status:	Full Time	Section:	Accounting
Employment Type:	Permanent	Location:	Chambers
Classification:	Schedule A, Salary Point 15		
Reports to:	Chief Financial Officer		

PRIMARY PURPOSE:

The **Accounting Coordinator** is responsible for the supervision of Council's financial and management accounting operations, budget and forecasting activities, financial reporting and ensuring integrity of the financial data base.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The Accounting Coordinator reports to the Chief Financial Officer for all operational and management matters.
- The role is a key contributor to the Finance Team and will liaise with employees of Council.

2. External:

- The role will liaise with external stakeholders such as members of the general public, Government departments and statutory authorities, other Councils and auditors.

KEY RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
Accounting	<ul style="list-style-type: none"> • Responsible for ensuring the timely and accurate collation of the Council's budget and forecasts. This includes: <ul style="list-style-type: none"> ○ Development and ongoing maintenance of the budget and long term financial plan; ○ Project managing the annual budget process, including developing the budget timelines and communicating the budget process to all relevant staff and ensuring budget timelines are met; • Collating and drafting the necessary reports to the Executive Leadership Team (ELT) and aldermen to support the budget, long term financial plan and forecasting processes. • Coordinate End of Month and Quarter Financial Reports (including all required account reconciliations) • Coordinating End of Year Financial Reports: <ul style="list-style-type: none"> ○ To communicate the end of financial year timeframes and process to all relevant staff across the organisation to ensure timelines are met; ○ Coordinate the end of financial year activities in preparing the General Purpose Financial Reports; ○ Ensuring relevant reconciliations are completed in a timely manner.

	<ul style="list-style-type: none"> • Ensure Council's financial database is accurate and up to date at all times • Maintain the Council's accounting policies • Coordinating the external audit activities, including the coordination of and preparation of draft reports for the Audit Panel • Review current policy, processes and procedures to ensure they reflect current business practice. Assist in the development of policy, procedures and checklists where necessary;
Customer Service	<ul style="list-style-type: none"> • Promote the positive image of Council as a whole • Ensure that a high standard of customer service is maintained to both internal and external customers • Engage, listen to and act where appropriate on feedback from our customers • Implement, evaluate and continuously improve quality systems and processes for the section
General	<ul style="list-style-type: none"> • Assist in the achievement of agreed outcomes consistent with department business plans and budgets • Perform any other duties as directed
Organisational Responsibilities	<ul style="list-style-type: none"> • Support and adhere to Council's policies and procedures, code of conduct and relevant acts • The incumbent is required to commit to use Council's electronic content management (ECM) system to retain records and documents relating to Council business as part of their employment

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

SPECIALIST DELEGATIONS:

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KEY SELECTION CRITERIA:

1. Bachelor's degree in accounting or equivalent, with proven accounting experience (minimum 5 years) in a medium to large size diverse organisation.
2. A high level of communication and interpersonal skills with the proven ability to work with employees at all levels of the organisation.
3. Excellent skills in and knowledge of accounting principles and standards.
4. Highly developed computer skills particularly in the use of Excel and modular general ledger systems.
5. Very organised, with the appropriate written and verbal communication skills to be able to meet deadlines under conflicting pressures whilst being committed to meeting customer expectations.
6. Ability to listen, decipher and research to provide authoritative advice to customers' efficiently and professionally

AUTHORISATION:

I hereby agree that this position description accurately reflects the work requirements.

Manager Name:			
Manager Signature:		Date:	
Director Name:			
Director Signature:		Date:	

I have read and agree to abide by the requirements of this position description.

Employee Name:			
Employee Signature:		Date:	