

WEST ARNHEM

REGIONAL COUNCIL

POSITION DESCRIPTION

Position Title		Reporting Accountant	
Location	Darwin	Department	Finance
Classification	Level 8	Position Type	Permanent Full Time
Position Number	TBA	PD Number	TBA
Reports to	Finance Manager	Reports to	Director Finance
Reportees Roles	N/A		
Coverage	Local Government Industry Award 2020		
Approved By		Date	

Position Objective

To ensure Council's financial information is correctly processed and recorded on a timely basis to produce the reports required for Council to meet its Local Government legislated responsibilities.

Key Responsibilities

1. Financial System Management

- 1.1. Prepare and coordinate end-of-month processes including general ledger, bank and sub-ledger reconciliations.
- 1.2. Prepare and coordinate end-of-month journals for closing of the reporting period.
- 1.3. Ensure reconciliation tasks, journal entries and system workflows comply with Council Delegations, policies and procedures.

2. Financial Reports

- 2.1. Monitor and report on the use of funds provided to Local Authorities.
- 2.2. Prepare and co-present the Council monthly financial report and the Local Authority quarterly finance reports, to comply with Council and legislation requirements.
- 2.3. As required, prepare Council reports on other financial matters such as debt write offs and Rates and Water concessions.
- 2.4. Contribute to the preparation of the annual budget, Annual Plan and other resource planning.
- 2.5. Contribute to the preparation of the annual financial statement and Annual Report.

3. Taxation

- 3.1. Coordinate the preparation of the Business Activity Statements (BAS), Fuel Tax Credit (FTC) claims, Fringe Benefit Tax (FBT) reports.

4. Provide Advice and Support

- 4.1. Provide training, guidance and support to general and sub-ledger users.
- 4.2. Support Accounts Payable and Accounts Receivable functions including the management of the Rates and Water database.
- 4.3. Assist in budget development and reviews.
- 4.4. Assist with audit and asset valuations.
- 4.5. Jointly facilitate the payment of wages, allowances and Accounts Payable payments in a timely manner.
- 4.6. Participate in the improvement of Council's finance systems, policies, procedures and practices to achieve compliance and best practice.



Key Responsibilities

5. Employee Responsibilities

- 5.1. Follow the requirements of your Contract of Employment.
- 5.2. Adhere to your position description, policies, procedures, processes and Code of Conduct when at work and when representing Council.
- 5.3. Follow all lawful instructions.
- 5.4. Seek help or support from the appropriate personnel when needed.

6. Work Health and Safety (WHS)

- 6.1. Follow all approved WHS practices and processes connected with your work.
- 6.2. Ensure you work safely, and in a way that your work does not cause real or potential harm to yourself or others.
- 6.3. Within your area of responsibility, ensure compliance with Council's Work Health and Safety policies and procedures including wearing the correct PPE and reporting any WHS incidents or breaches.

Mandatory Criteria – The requirements that must be met before an individual can begin working in this role.

- Ochre Card or ability to meet the criteria of attaining one.
- Proven experience in the delivery of complex end-of-period accounting processes.
- Suitable qualifications or demonstrable experience in using an Enterprise Resource Planning (ERP) system to prepare financial management and statutory reports.
- Capable of working to deadlines and balancing multiple priorities.

Essential Criteria – The requirements an employee must achieve during employment, because they are critical for the role.

- Willingness to travel to remote communities in light aircraft or vehicle and stay on remote locations when required.
- Proficiency in using Council's systems.
- Familiarity with Council's finance related delegations, policies, procedures and processes.