POSITION DESCRIPTION

Position Title	Systems 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	WARC Enterprise Agreement 2024		
Approved By	Chief Executive Officer	Date	17/01/2025

Position Objective

To ensure Council's financial systems are appropriately setup; to measure actual operations against an approved budget, and to account for assets, so that Council can meet its Local Government legislated responsibilities.

Key Responsibilities

1. **Financial System Management**
   1.1. Prepare and coordinate the creation of new program activities/assets in the general ledger and subledgers including managing and closing activities and capitalising and disposing of assets.
   1.2. Maintain the major and minor Asset Registers.
   1.3. Maintain the Budget function.
   1.4. Ensure reconciliation tasks, journal entries and system workflows comply with Council Delegations, policies and procedures.

2. **Financial Reports**
   2.1. Prepare program activity financial reports and acquittals and work closely with the grant program managers to meet financial report deadlines.
   2.2. Support Finance Reporting functions including prompt provision of approved budget and internal allocation changes and asset disposals.
   2.3. Contribute to the preparation of the Annual Plan and other resource planning.
   2.4. Contribute to the preparation of the annual financial statement and Annual Report.

3. **Budgets**
   3.1. Prepare and coordinate the preparation of the annual and long-term budgets and budget reviews.
   3.2. Co-present to Council and Council Committees new and revised budgets to meet legislative requirements.

4. **Provide Advice and Support**
   4.1. Provide training, guidance and support to Asset Register users.
   4.2. Provide training, guidance and support to manage and deliver programs within budget
   4.3. Assist in the end-of-month processes including journals, general ledger, and sub-ledger reconciliations.
   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 preparation complex budgets involving commercial, grant and own funded program activities.
- Suitable qualifications or demonstrable experience in using an Enterprise Resource Planning (ERP) system to report performance against budgets and manage assets.
- 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.