

POSITION DESCRIPTION

TITLE:	FINANCIAL ACCOUNTANT	Position Number	2036
Classification:	Level 8		
Hub:	Corporate	Program Area:	Finance
Reports to:	Manager Accounting Services		
Direct Reports:	Finance Officers		

OUR VISION and MISSION

Darwin 2030 – City for People. City of Colour.

We will work with the community and partners, provide leadership and deliver services that create opportunities to enhance the economic, cultural and environmental sustainability of Darwin.

OUR STRATEGIC DIRECTIONS

- A capital city with best practice and sustainable infrastructure
- A safe, livable and healthy city
- A cool, clean and green city
- A smart and prosperous city
- A vibrant and creative city

ORGANISATION OPERATING MODEL

City of Darwin's organisational operating model is an agile high -performance operating model based on supporting collaboration, improving speed of delivery of strategic outcomes, and growing innovation. The model consists of four operating hubs, the Office of the Lord Mayor and CEO, Community, Corporate and Innovation, and incorporates:

- an agile organisational structure,
- high-performance culture,
- enterprise leadership,
- psychological safe working environment, and
- high collaboration and communication.



POSITION OBJECTIVE:

This main objective of this position is to provide professional accounting services and accurate financial reporting and analysis with a focus on monthly and annual financial reporting. The role supports the Manager Accounting Services ensuring compliance with statutory and legislative requirements, general ledger integrity and contribute to the continuous improvement of the Council's finance function.



KEY RESULT AREAS:

CORPORATE IDENTITY

- Promote and embody City of Darwin's Vision and Mission
- Promote and embody City of Darwin's staff values, CARES
- **C**ustomer Service, **A**ccountability, **R**espect, **E**xcellence and **S**olidarity
- Act in accordance with and abide by the City of Darwin's Code of Conduct

SERVICE DELIVERY

LEADERSHIP

- To oversee, coordinate, plan and deliver on the operational requirements of the Finance Officers team to ensure timely and professional delivery of services in accordance with Municipal and Business plans.
- Monitor and report on the performance of accounting service delivery and any other relevant reporting required for the Program Area
- Ensure accounting services are completed in accordance with the approved budgets and develop, manage and report on the cost effective and efficient provision of services within the areas of responsibility.
- Lead by example and adhere to all legislative, governance and organisational protocols always.
- Deliver effective advice and updates to the Executive Manager Finance in preparation for Council and other meetings relevant to the section.
- Under the guidance of the Executive Manager review and set business unit goals and performance measures to link community needs and organisational priorities for service delivery

Financial Management

- Production of periodic statutory monthly and annual financial statements and reports ensuring the relevant accounting standards and Local Government regulations and guidelines are followed.
- Prepare Council's performance reporting according to established standard and timelines (ensuring that all accounts have been properly balanced and reconciled) according to the relevant legislation, and regulations such as but not limited to:
 - Income Statement,
 - Balance Sheet and
 - Cash flow statements
- Assist in financial year end processes including the preparation of Annual Financial Statements and disclosure notes,
- Oversea month end and year end accruals and reconciliations and ensure the financial year-end deadlines are met
- Liaise with Council's auditors ensuring requested working papers are completed and provided in a timely manner. Review and maintain the general ledger and integrity of the financial transactions in the general ledger
- Prepare financial reports and provide expert insight on budget and projected variance analysis
- Prepare ad hoc reporting and analysis for effective decision making.
- Coordinate the completion of the various month end reconciliations of the General Ledger ensuring that the balance sheet is correct



- Ensure the financial year-end deadlines are met and associated working papers are completed to the external auditor's satisfaction
- Maintain knowledge of amendments and additions to relevant accounting standards and changes in Local Government Act and apply where applicable to delivery of statutory reports
- Manage the preparation of reconciliations including but not limited to monthly balance sheet accounts

Budgeting and Forecasting

- Assist and provide advice to internal stakeholders on budget preparation and control as required.
- Assist in the preparation of periodic budget reviews and forecasts and upload estimates into Council's financial system.
- Undertake financial variance analysis and forecast
- Support the preparation and updates of Councils Long Term Financial Plan

Taxation & Compliance

- Preparation and submission of Annual FBT report.
- Ensure timely and accurate information are provided to the Northern Territory Grants Commission on Annual Return under Local Government.
- Oversee the production of grant acquittals, reviewing and ensuring submissions are accurate and timely

Corporate Systems/ Development

- Proactively provide support for the maintenance of Council financial software applications and general ledger structure.
- Assist and/or develop financial models and providing financial forecasts in liaison with Financial Management.
- Lead and foster a culture of continuous improvement and development Corporate Finance Systems, including but not limited to: Civica/Authority (ERP), budget/forecasting, reporting systems.
- Coordinate in the implementation and operation of new projects as necessary through project planning, design and implementation providing technical advice as required
- Provide support and advice to internal stakeholders on the use of Council's financial systems.
- Maintain and review internal controls processes.

General

- Provide specialist professional and technical expertise, advice and support to the wider business to assist with the achievement of financial oversight, management and compliance
- Review and update finance policy & procedures as part of the Finance Overall Internal Control Framework.
- Act as back-up as required in the absence of the Management Accountant or Manager Accounting Services Provide training and support to users of Council's financial software applications and budget management reports and tools and provide technical advice in all of the Finance functions.



- Manage time, set priorities and plan work priorities, and, where appropriate, that of other employees in the most efficient way possible within the resources available.
- Manage competing priorities in a performance and outcomes-based environment.

PEOPLE AND CAPABILITY / TEAM SUPPORT

- Work professionally, cooperatively and respectfully with other team members to accomplish joint tasks and build positive working relationships.
- Actively coordinate, lead and participate in team meetings and other relevant forums, events or organisational meetings as required.
- Lead by example and maintain team compliance with all Human Resources policies, procedures and practices to ensure appropriate, fair and equitable people management is maintained at all times including, but not limited to:-
 - Authorise fortnightly timesheets and relevant leave applications for direct reports.
 - Effectively manage employee relations issues in conjunction with Senior Management and a Human Resource Business Partner.
 - Undertake recruitment activities and onboarding activities, such as providing a thorough departmental induction, as required.
- Proactively engage in performance management processes (ie. probation reviews and annual performance appraisals) as required.
- Undertake any other duties within the skill and scope of the position or your skill set, as directed.

WORKPLACE HEALTH AND SAFETY

- Lead by example and maintain team compliance with all Workplace Health and Safety policies, procedures and practices to ensure City of Darwin's duty of care and legislative obligations are maintained at all times including, but not limited to:-
 - Report all incidents, near misses and hazards immediately.
 - Investigate all accidents/incidents and ensure that adequate control measures are implemented to prevent reoccurrence.
 - Supervise and assist the Work Health and Safety team in the return-to-work process for all injured employees.
- Ensure your personal health and safety and that of others in the workplace, and report all accidents, incidents and hazards immediately via WHS systems.
- Comply with City of Darwin's Workplace Health and Safety (WHS) policies and procedures and WH&S Management System.

POSITION PREREQUISITES

- Bachelor's Degree in Accounting, Finance or Business
- Full membership of CPA Australia or Chartered Accountants Australia and New Zealand
- A minimum of five (5) years' relevant operational experience in a similar role.
- Minimum of three (3) years experience in an operational leadership/supervisory role
- Current Class C Drivers Licence.
- Ability to obtain National Police Records Check Clearance.



APPROVED BY: _____ *I.Frazis* _____ Date: _____

Executive Manager Finance

Employee Acknowledgement

I, _____ have read and understood the requirements of the role; responsibilities and accountabilities as outlined within this Position Description. I understand that I am also responsible for complying with Council's policies & procedures as they relate to my position.

Signed: _____ Date: _____

