

TORRES STRAIT ISLAND REGIONAL COUNCIL

POSITION DESCRIPTION

Organisation:	Torres Strait Island Regional Council
Position Title:	Project Accountant
Position Classification:	Level 7
Instrument:	Torres Strait Island Regional Council Certified Agreement
QLD Local Government Industry Stream:	Stream A – Administrative, Technical, Community Service, Supervisory and Managerial Services
Directorate:	Financial Services

PRIMARY PURPOSE

We are much more than a Council. Our work impacts the lives of the Community we serve in a profound way through the range of services we offer, as a major employer and a vital link in the infrastructure that supports the community. We respect *Ailan Kastom* and what it has to teach us to help culture and communities to thrive. We recognise that each community is not the same with unique language and cultural differences.

POSITION OBJECTIVE

This position supports Council's financial sustainability by delivering high-quality management accounting services, detailed financial analysis, and accurate reporting. The role contributes to the development, preparation, and review of Council's annual budget and budget revisions, including performance monitoring and variance analysis to support effective decision-making.

KEY RESPONSIBILITIES

- Contribute to the provision of complete, accurate and timely financial information as required.
- Understanding of relevant legislation, regulations, and precedents, with a demonstrated ability to interpret and apply Australian Accounting Standards and Interpretations.
- Develop and implement strategies for work practice improvements and efficiencies.
- Assist in the provision of professional advice and support to the finance department, including but not limited to, assistance with preparing reports, extracting data, and engaging with departmental stakeholders.
- Undertake special projects where required as they relate to financial accounting, management accounting and financial sustainability.

KEY TASKS

Finance

- Participate in and contribute to regular team meetings with the financial services team to monitor progress with key performance indicators.
- Assist with the development, preparation and review of the annual budget and budget review process including having discussions with department managers, setting outcomes and reporting on performance.
- Assist in the preparation of monthly reports as needed, to management and Council including interpreting comparisons to budget, detailed variance analysis and associated commentaries.

- Provide quality training and support in financial procedures, systems, processes, interpreting accounts and general financial management.
- In conjunction with the Financial Services department, assist with managing the subsidiary works costing ledgers for responsible departments.
- Assist in month end procedures including reconciliations and the preparation of journal entries including revenue & expense accruals, internal charges, and prepayments.
- Assist with the investigation and resolution of internal accounting process or control issues.
- Provide responsive and high quality adhoc data analysis and insight into issues raised by management.
- Provide financial advice to guide decision making and the development of effective strategies for compliant cost management and effective utilisation of grants and related funding.
- Undertake other tasks, projects and analysis as required by management including but not limited to cost benefit analysis, whole-of-life costing, grant acquittals, general ledger maintenance.
- Contribute to the development of financial and related business strategies to meet financial management and reporting needs.
- Support management with the preparation of business cases that guide the selection, validation and prioritisation of business strategies and plans that relate to the long-term financial sustainability of Council.
- Support and assist with Council's internal and external audit procedures.
- Assist and backfill the finance department with finance and accounting duties that reasonably fall within the skills and experience related to this position and perform any other duties as required.
- Maintain and/or extend knowledge and skill base required for effective performance by participating in training and professional development opportunities.
- Build and maintain productive working relationships with internal departments.

General

- Participate in special projects and perform any other duties as required.
- Maintain productive working relationships and provide team support.

CAPABILITIES, SKILLS & EXPERIENCE

- 1) Possession of Bachelor level qualifications in Business or Commerce (Accounting).
- 2) Certified Practicing Accountant (CPA Australia), Chartered Accountant (Institute of Chartered Accountants in Australia) would be highly regarded.
- 3) 2 years' experience in a similar role.
- 4) Demonstrated experience in operating the Tech 1 accounting software, or the ability to rapidly acquire technical competency in this system.
- 5) Demonstrated knowledge of excel.
- 6) Strong communication and interpersonal skills.
- 7) Demonstrated understanding of the issues impacting Torres Strait Islander people together with the ability to communicate sensitively and effectively.
- 8) Ability to work autonomously, manage time effectively and handle multiple projects concurrently.

OTHER CONDITIONS/REQUIREMENTS

- Occasional travel including throughout the Torres Strait Islands is a requirement of this position.
- The preferred applicant may be required to apply for a National Police Certificate before appointment.
- TSIRC employees may be required to have immunisations as a control measure against infectious disease if there is a requirement to travel.
- The employee shall comply with relevant Workplace Health and Safety legislation, Codes of Practice and Council's Workplace Health and Safety Management System.
- A basic knowledge and understanding of languages specific to the Torres Strait including Meriam Mer, Kala Lagaw Ya, and Creole would be highly desirable.
- The employee is expected to carry out their duties in accordance with the relevant legislation and Council policies including but not limited to:
 - a) anti-discrimination
 - b) equal employment opportunity
 - c) confidentiality
 - d) local government principles
 - e) *Ailan Kastom*
 - f) Council's Vision and Values listed on the next page.

OUR VISION & VALUES

“ For our Community and Council to be Autonomous, Prosperous and Sustainable ”

Value & Value Statement	Desired Behaviours
 <p>ONE We are one team who achieves together.</p>	<ul style="list-style-type: none"> • We show care for people and look out for each other. • We speak up and support others to be safe and healthy. • We respectfully address behaviours that conflict with Council's values. • We create positive unity within our organisation, our communities and our region.
 <p>RESPECT We have respect for each other and the communities we serve.</p>	<ul style="list-style-type: none"> • We respect and recognise Ailan Kastom. • We are open and collaborative, valuing clear community engagement. • We recognise and respect diversity, individual needs, experience and strengths.
 <p>ACCOUNTABILITY We are accountable and responsive to our communities.</p>	<ul style="list-style-type: none"> • We take pride in our work and pursue a standard of service excellence, doing more with less. • We consistently strive for transparency and good governance to the benefit of public interest. • We are reliable, honest and ethical in all we do.
 <p>COURAGE We are courageous leaders, who think innovatively.</p>	<ul style="list-style-type: none"> • We encourage, value and reward creative thinking. • We respect and explore different ideas and perspectives. • We embrace change and actively promote Council's vision.
 <p>RESILIENCE We are builders of a sustainable and resilient region.</p>	<ul style="list-style-type: none"> • We actively seek opportunities to continuously improve and bring growth to our region. • We think globally, act regionally. • We empower our people and communities; embracing local opportunity and participation.