



District Council of  
**Loxton Waikerie**

## Employee Position Description – 2021

### **Finance Officer – Accounting - 0.6 Part Time Position (10 month maternity leave contract)**

#### **Introduction**

The attached Job & Person Specification (JPS) and associated information should not be considered as a comprehensive, complete and/or exhaustive list of responsibilities, criteria or outcomes for the position.

Instead, the JPS is intended to offer a concise account of the general nature of the work that Council requires to be undertaken, including the type and range of skills, qualifications and experiences that the Council believes the incumbent should possess in order to competently undertake the duties.

You can and will be asked to undertake duties within your competence, skills, abilities and training that may not be mentioned in the attached documents.

The incumbent should be aware that their role and position within Council is dynamic.

Continuous improvement and the enhancement of processes, practices, knowledge, skills and behaviours is expected by the District Council of Loxton Waikerie and will ensure Council delivers its commitment to the development of a vibrant and prosperous community.

People and jobs develop over time, so the attached JPS is a 'living document' and your active involvement in the evolution of the document is critical.

#### **Position Environment**

This position provides important and valued services that contribute towards Council's objectives and goals for its community, which are clearly defined in LW Future, our Strategic Plan for 2015-2020.

#### **Our Vision**

*Our vision statement is our inspiration and provides us with purpose, strategic direction, motivation and purpose.*

***Influencing today ... Shaping tomorrow***

## Our Mission

*Our mission aligns with our strategic objectives and indicates how we will achieve our vision. It provides an indication of how we are going to get to where we want to be.*

We are committed to:

- Actively enhancing the quality of life of our communities by encouraging health, well being and safety
- Encouraging and supporting a strong diverse economy that will provide prosperity, growth and employment opportunities for our community.
- Responsibly managing our built and natural environment
- Providing genuine and accountable leadership that inspires confidence within our community and ensures the responsible management of our resources
- Being an organisation that has a constructive culture and the capacity to be innovative, effective and efficient in delivering quality services to the community.

## Our Core Values

*Our core values are the principles, attributes and qualities we hold as important that we will display in the way we go about our business.*

### *We are* **GENUINE**

Adhering to moral and ethical principles, being honest, accountable, trustworthy and authentic.

### *We are* **CARING**

Showing respect, compassion and empathy and being supportive of each other and our community.

### *We will* **LISTEN**

Communicating as well as engaging the community in an open, honest and constructive manner at all times.

### *We are* **UNITED**

Working as a team in an inclusive, co-ordinated and collaborative manner to achieve our common goals.

### *We will be* **INNOVATIVE**

Seeking out and making use of new ideas and opportunities, showing initiative and being progressive, proactive and creative.

### *We will aim for* **EXCELLENCE**

Consistently delivering quality service outcomes and endeavouring to be a high performance organisation.

## Job and Person Specification

Position	Finance Officer Accounting – 0.6 Position
Department	Finance
Reports to	Chief Finance Officer
Level of Direction	General
No of Direct Reports	None
Award/Stream/Level	Level 4 or 5 of the SA Municipal Officers (General Officer) Award and Council's Enterprise Agreement
Incumbent	Vacant Maternity Leave Position
Date Appointed	

Key Result Area	Position Objectives and Tasks
<b>Accounting Officer</b>	<ul style="list-style-type: none"> <li>• Preparation of Annual Financial Returns and Schedules in accordance with AAS27 requirements and other relevant Australian Accounting Standards</li> <li>• Assist with the timely preparation of the Annual Budget</li> <li>• Assistance in the timely compilation of Quarterly Budget reviews</li> <li>• Assist in the continual review of council's accounting system and chart of accounts in order to comply with the current accounting regulations and Australian Accounting Standards</li> <li>• Maintain council's Asset Debenture Loan Register and prepare Debenture Loan Applications to Local Government Finance Authority of SA and other Financial Institutions</li> <li>• Assist Chief Finance Officer in the preparation of financial analysis reports to provide direction on the cost of provision of services</li> <li>• The preparation of the Grants Commission Return and Australian Bureau of Statistics Returns</li> <li>• Preparation of Grant funding milestone reporting including R2R funding</li> <li>• Reconcile and prepare returns to Australian Taxation Office. Fringe Benefits Tax, Goods and Services Tax and Fuel Tax Credits monthly return</li> <li>• Monitor cash flow and arrange investment of surplus funds</li> <li>• Liaise with and assist council's auditors</li> <li>• In consultation with the Chief Finance Officer, document and maintain processes to ensure that responsible officers conduct end of month procedures to reconcile the general ledger and relevant sub-systems, including the preparation of BAS Statement</li> <li>• Establish and maintain all registers required pursuant to the Local Government Accounting Regulations</li> <li>• Prepare the monthly summary of Council investments to ensure inclusion in the Council's monthly agenda</li> <li>• Maintain schedule of fees &amp; charges including annual analysis and recommendations of fee levels &amp; structure</li> <li>• Prepare daily bank reconciliation for Council's main operating account</li> <li>• Prepare budget statements for various section 41 committees</li> <li>• Assist in the reconciliation of relevant general ledger accounts and provide to Chief Finance Officer on a timely basis</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist Chief Finance Officer in monitoring of all Council departments regarding performance against budget and variance reporting</li> <li>• Act in the position of Chief Finance Officer as required during periods of their leave</li> <li>• Process B Pay Receipts daily</li> <li>• Assist with various treasury management functions as required</li> <li>• Prepare financial statements and reports for Council and Committees including the collation of the Annual Financial Statements.</li> <li>• Assist the Chief Finance Officer in the collation of quarterly Budget Reviews, Annual Budget and responses to Audit Requirements</li> <li>• Prepare and reconcile the monthly BAS</li> <li>• Provide administration support to the Chief Finance Officer</li> <li>• To assist with the maintenance of all accounting records as required pursuant to the LG Accounting Regulations &amp; the Australian Accounting Standards</li> <li>• Provide guidance to staff in ensuring a smooth workflow of all accounting functions of council, including appropriate internal control procedures</li> <li>• Assist Chief Finance Officer with financial analysis reports to provide council with clear direction</li> <li>• Assistance with future development of Council's Corporate System</li> <li>• Subject matter expert for the Authority General Ledger Modules</li> <li>• Subject matter expert for the Authority Business Intelligence System (BIS) application</li> </ul>
<b>Performance Standards</b>	<p><b>Bank Reconciliation</b></p> <ul style="list-style-type: none"> <li>• Complete bank reconciliation for Council's main operating account – daily</li> </ul> <p><b>Financial Statements</b></p> <ul style="list-style-type: none"> <li>• Prepare financial statements for Council meetings – Monthly</li> <li>• Collate Annual Financial Statements – Yearly</li> <li>• Assist in the preparation of the quarterly Budget Review – Quarterly</li> <li>• Prepare BAS - Monthly</li> </ul> <p><b>General Ledger</b></p> <ul style="list-style-type: none"> <li>• Assist in the reconciliation of relevant general ledger accounts – Monthly</li> </ul> <p><b>Audit</b></p> <ul style="list-style-type: none"> <li>• Ensure appropriate Internal Controls are in place</li> <li>• Complete monthly internal audit reviews</li> <li>• Attend and prepare reports for audit committee meetings</li> </ul> <p><b>Personal Assistant</b></p> <ul style="list-style-type: none"> <li>• Administrative support as required by the Chief Finance Officer</li> </ul> <p><b>Office Equipment</b></p> <ul style="list-style-type: none"> <li>• Maintain competency in the use of standard office equipment</li> </ul> <p><b>Work Area</b></p> <ul style="list-style-type: none"> <li>• Ensure own work area and surrounds are kept in a tidy condition</li> </ul> <p><b>Acting Chief Finance Officer</b></p> <ul style="list-style-type: none"> <li>• Act in the position of Chief Finance Officer during periods of their leave or when required</li> </ul> <p><b>Assist Senior Staff</b></p> <ul style="list-style-type: none"> <li>• Provide accurate and timely work as required</li> </ul>

<b>Records Management</b>	<p>All staff have a responsibility to adhere to Council's Records Management Policy &amp; Procedure by:</p> <ul style="list-style-type: none"> <li>• Creating records that adequately reflect the business they conduct including, where relevant, decisions made, and actions taken</li> <li>• Protecting and caring for records in their possession</li> <li>• Not removing, destroying or deleting Council records without proper authority to do so</li> <li>• Ensuring all official records form part of the records holdings of Council</li> <li>• Ensuring official records are captured within Council Records Management System</li> <li>• Recognising that the records they create and receive in the conduct of Council's business are the property of the Council.</li> </ul>
<b>Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>• Ensure safety of self and others by complying with all policies, procedures, guidelines and instructions issued to protect the health and safety of your self and other and to meet relevant legislation and compliance requirements</li> <li>• Observe workplace procedures for risk identification, risk assessment and risk control including identification, reporting and investigation of all health and safety risks, accidents, injuries, property damage and mishaps in the workplace.</li> <li>• Participate in all activities associated with workplace health and safety including <ul style="list-style-type: none"> <li>○ Fire and emergency training, and knowledge of own role in same</li> <li>○ Manual Handling</li> <li>○ Induction and Orientation</li> </ul> </li> <li>• Follow safe systems of work developed or implemented by management of the Council and ensure that no other person is endangered through any act or omission.</li> <li>• Ensure correct utilisation of appropriate personal protective equipment, and ensure plant and equipment are in a safe working condition and are operating within regulatory provisions by detecting, reporting and making safe in the first instance.</li> <li>• In the event of personal injury: <ul style="list-style-type: none"> <li>○ Comply with the practice and procedures of the Council's Workers Compensation, Injury Management and Rehabilitation policies and procedures.</li> <li>○ Participate actively in the development and implementation of a vocational return to work plan with the agreed primary goal being return to work.</li> <li>○ Accept the provision of safe and suitable alternative duties where they form part of an agreed return to work plan and abide by agreed medical constraints.</li> </ul> </li> </ul>
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>• Ensure Council's Risk Management Policy and procedures are observed and complied with at both a personal and departmental level.</li> <li>• Take all reasonable steps to reduce risks identified in risk audits and any other relevant processes.</li> <li>• Demonstrate a commitment to risk management principles and practices, and to maintain a safe environment for staff and community</li> <li>• Ensuring the security of Council's assets under the officer's control.</li> </ul>
<b>Strategic Plan Core Values</b>	<ul style="list-style-type: none"> <li>• Ensure continuous improvement of Council's services through adherence with core values as documented in Council's Strategic Management Plan.</li> </ul>

Person Specification	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Tertiary qualifications in Business, Finance, Commerce or Accounting</li> <li>• Experience in Local Government Finance preferable</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• A developing knowledge of the following Acts and Regulations: <ul style="list-style-type: none"> <li>○ Local Government Act Accounting Regulations</li> <li>○ The new Tax System Legislation</li> </ul> </li> <li>• A developing knowledge of administrative procedures, policies, and activities applicable to a general office environment, with emphasis on the Local Government sector</li> <li>• Computer literacy with at least a general knowledge of network and personnel computer systems</li> <li>• Developing knowledge of relevant payroll/personnel functions, including interpretation of Income Tax Assessment Act, as it related to the PAYG System</li> <li>• Developing knowledge of Commercial Accounting Principles and Procedures, including relevant Australian Accounting Standards</li> <li>• A working knowledge of the Tax System as it relates to Goods and Services Tax</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to interpret various relevant Acts and Regulations applicable to position</li> <li>• Be self-motivated, exercise initiative and judgment, and work effectively within a team environment</li> <li>• Ability to communicate with all levels of staff, elected members and the public</li> <li>• Have well-developed problem-solving skills</li> <li>• Ability to impart knowledge to other officers</li> <li>• High level of numeracy and accuracy skills</li> <li>• Ability to work under general supervision or without supervision</li> <li>• Have well-developed report writing skills</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A general knowledge of Computerised Accounting Systems. Knowledge of Local Government accounting would be desirable</li> <li>• Considerable experience in office procedures and practices</li> <li>• Accounting qualifications enabling entitlement to membership of relative professional body, or substantial progression through a recognised accounting study program, or willingness to undertake same</li> <li>• Experience with information technology including excel and complex spreadsheets</li> <li>• Extensive experience in the use of computer spreadsheet software packages</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Possess strong verbal and written communication skills</li> <li>• Possess time management skills to schedule output effectively</li> </ul>
<b>EEO</b>	<ul style="list-style-type: none"> <li>• Demonstrate and promote equal employment opportunity principles in the workplace.</li> </ul>
<b>Delegation and Authority</b>	<ul style="list-style-type: none"> <li>• As per Council's Instrument of Delegation under the Local Government Act 1999.</li> </ul>
<b>Job Requirements</b>	<ul style="list-style-type: none"> <li>• The location of this position is at the Loxton Office but may be required to work from Council's other offices.</li> <li>• Council will maintain the right to locate this position to any of its offices/depots.</li> <li>• Some out of hours work may be required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Actively participate in activities designed to approve the quality of service delivery in line with Council's mission statement, aims and objectives.</li> <li>• Participate in the development of and ensure compliance with the Council's Strategic Management Plan.</li> <li>• Participate in Professional Development Reviews (PDRs) at least annually.</li> <li>• Adhere to Code of Conduct of Employees, Council policies and procedures.</li> <li>• Promoting the Council and services available to the community.</li> <li>• Current South Australian driver's licence essential.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Attend relevant conferences, seminars and training courses to keep up to date with changes in accounting concepts, Acts &amp; Regulation that will impact on council's Financial Procedures</li> <li>• On-the-job training as required.</li> </ul>

### Signatures & Dates

<b>Employee</b>		Date:
<b>Chief Executive Officer</b>  <b>David Beaton</b>		Date:

Date Position Created: February 2021

Date Last Reviewed: February 2021