



Mansfield Shire

# Position Description

Financial Accountant

High Country, Lakes and Rivers



# Financial Accountant

Mansfield Shire Council aims to work with our community to continue to build a Shire that is recognised for its balanced social, economic and environmental development that acknowledges the diverse needs and values of our communities.

|                        |                       |                     |
|------------------------|-----------------------|---------------------|
| <b>Position Number</b> | <b>Classification</b> | <b>Date</b>         |
| 7.07                   | Band 6                | April 2025          |
| <b>Unit</b>            | <b>Enquiries</b>      | <b>Status (FTE)</b> |
| Business & Finance     | Financial Controller  | 1.0                 |

## Position Objectives

The Financial Accountant is responsible for the efficient and effective management of Council’s financial and asset accounting, payments and revenue receipting, payroll, and statutory reporting activities in line with policy, statutory and professional standards. The Financial Accountant will seek to ensure these service functions are meeting the needs of the business.

## Technical Accountabilities

### Audit/Financial Reporting

- ▶ Establishment of financial accounting, asset accounting, and corporate overhead cost allocation policies and controls.
- ▶ Management of the chart of accounts and finance, payroll, and accounts payable system structures.
- ▶ Gathering and monitoring of financial data, and completion of quarterly accrual accounting.
- ▶ Allocation of corporate overhead costs and segment reporting.
- ▶ Management of the accounting asset register and asset and contract accounting.
- ▶ Preparation of statutory returns, reports and acquittals in accordance with Australian Accounting Standards, including financial statements, annual Victoria Grants Commission returns.
- ▶ Co-ordinate compliance with ATO obligations including BAS, GST, FBT and PAYG.
- ▶ Assist with internal and external audits of Council’s financial processes.
- ▶ Assisting with the preparation of Council’s management reporting and Audit and Risk Committee reporting.
- ▶ Assisting with the preparation of annual budgets and the financial plan.

### Leadership & Support

- ▶ Support the payroll, accounts payable, accounts receivable and accounting officers to deliver services in line with organisational and statutory requirements, ensuring effective customer service in all aspects of delivery.



- ▶ Support delivery of payroll services as required including:
  - Review of payroll related payments, including superannuation & Workcover.
  - Overseeing the implementation of any award, enterprise agreement or other legislated entitlements in the payroll software system
  - Assist with financial reports and returns in relation to Work cover
- ▶ Support the monitoring and delivery of accounts payable services as required including:
  - Internal controls in relation to Purchase Orders & Corporate Credit Cards.
  - Administration of Financial Delegations.

**Manage Financial Activities**

- ▶ Prepare Council’s financial statements and performance reporting according to established timelines (ensuring that all accounts have been properly balanced), the relevant legislation, standards and regulations.
- ▶ Ensure the proper maintenance of accounting and other records according to statutory requirements and Council practices
- ▶ Responsible for maintenance of general ledger and associated subsidiary ledgers including monthly reconciliations and journals to ensure system integrity.
- ▶ Ensure accounting records are accurate and kept in a timely manner in accordance with legislation, accounting standards and internal accounting policies
- ▶ Maintain and report on the asset registers, including plant registers.

**Investments**

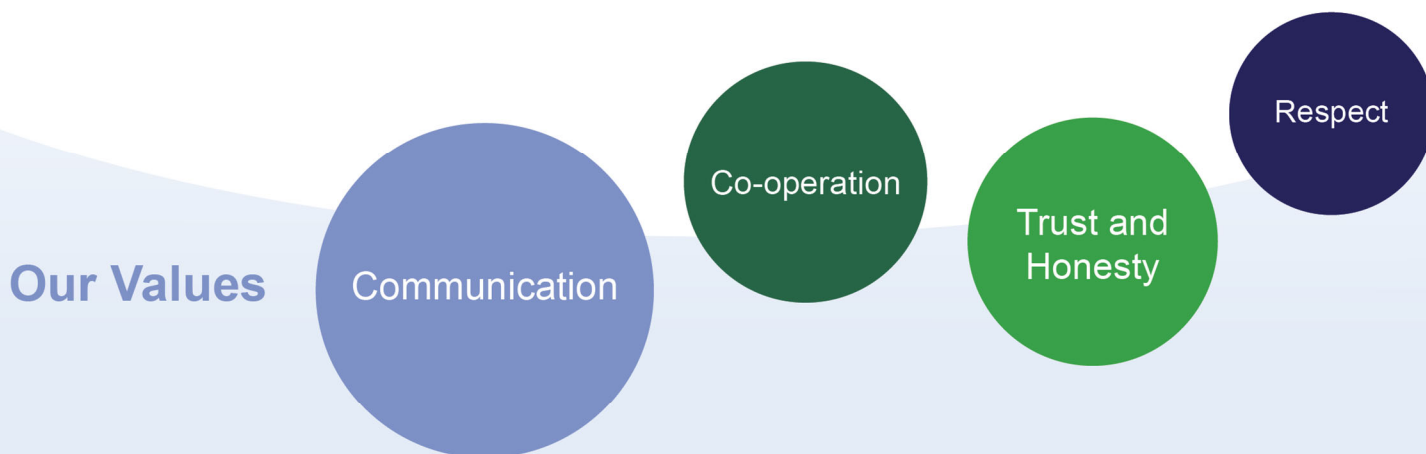
- ▶ Deliver and maintain weekly short term cashflow forecasting to enable the management of Council’s investment portfolio and ensure cashflow requirements are maintained.
- ▶ In conjunction with the Financial Controller, manage Council’s investments to maximise investment return within acceptable risk management policies.
- ▶ Complete/review Bank Reconciliations as required

**Budget**

- ▶ Support the preparation of the budget including working with the Capital Works Department to develop, monitor and report on capital works
- ▶ Prepare progress budget reports for management and Council in accordance with organisational timelines.

**Other Finance Duties**

- ▶ Provide advice, direction and guidance on the delivery of financial services and maintain an up-to-date awareness of relevant accounting developments.
- ▶ Assist with preparation of reports to Council, advisory committees, and management as required.



- ▶ Provide support to the Financial Controller and the Coordinator Financial Planning and Analysis as required.
- ▶ Assist with development of improved business financial reporting systems.
- ▶ Assist in the development and reporting of Performance Indicators, both internal and external.
- ▶ Develop, review and maintain the currency of policies and procedures to enhance internal financial controls and systems.
- ▶ Provide training and advice to staff to ensure financial literacy and compliance.

## **Organisational Relationship**

### **Reports to**

- ▶ Financial Controller

### **Internal Liaisons**

- ▶ All other staff

### **External Liaisons**


- ▶ General Public
- ▶ Residents and Ratepayers
- ▶ Other Levels of Government
- ▶ Municipal Association of Victoria
- ▶ Australian Taxation Office
- ▶ External and Internal Auditors
- ▶ Banks and Investment Agencies

## **Specialist Knowledge and Skills**

### **Knowledge of:**

- ▶ Synergy, Civica Altitude and Magiq system experience (preferred)
- ▶ Application of quality customer service standards.
- ▶ Statutory financial reporting for Local Government.
- ▶ Application of Australian Accounting standards.
- ▶ Long term financial planning.
- ▶ Local Government Act 2020.
- ▶ Local Government (Governance and Integrity) Regulations 2020.
- ▶ Cost and Management Accounting practices.
- ▶ Financial budgeting and control.

### **Skills and Competencies**

- ▶ Ability to analyse and interpret financial data.
  - ▶ Strategic thinking and planning.
  - ▶ Ability to develop, review and amend financial policies and procedures.
  - ▶ Experience in the use of Microsoft Office Applications and Financial Accounting Systems.
  - ▶ Records management skills.
  - ▶ Customer service and partnering skills.
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## Qualifications and Experience

### Experience

- ▶ Experience in financial management, including budget development, preparation of statutory financial statements, and a sound knowledge of the Local Government Act is preferred.

### Qualifications

- ▶ Current Victorian driver license.
- ▶ Appropriate degree qualification in accounting or equivalent
- ▶ Have obtained or are working towards Professional Accounting Qualification or (CA, CPA)

## Key Selection Criteria

- ▶ Ability to manage and deliver financial accounting functions, and analyse and interpret financial data.
- ▶ Understanding of statutory financial reporting for Local Government and application of Australian Accounting Standards is preferential
- ▶ Understanding of Local Government Act is preferential.
- ▶ Knowledge of and experience with cost and management accounting practices is preferred.
- ▶ Ability to work and partner with the business.
- ▶ Ability to work in a complex environment of competing demands and multiple priorities with minimal supervision or support.
- ▶ Interpersonal and communication skills: The ability to communicate and collaborate constructively with a variety of internal and external stakeholders in order to build and maintain effective relationships.
- ▶ Experience in identifying and implementing opportunities for improvement.

### Desirable

- ▶ Synergy, Civica Altitude and Magiq system experience (preferred)
- ▶ Advanced excel experience
- ▶ Experience in a Local Government environment.
- ▶ Knowledge of and experience with Local Government property valuations and rating systems.
- ▶ Demonstrated experience with long term financial planning.

## Position Descriptors – Band 6

### Organisational Accountabilities

- ▶ Ensure that the Mansfield Shire Council Code of Conduct and all policies and procedures are adhered to.
- ▶ Support organisational development and continuous improvement initiatives within the Council.
- ▶ An understanding of the principles of risk management and their application to all Council activity.
- ▶ Provide quality customer service by providing accurate information on Council products and services, communicate with customers in a friendly and courteous manner, effectively manage their enquiries and complaints and deliver timely punctual and reliable service.
- ▶ Commitment to and implement the Council Plan and Annual Business Plan of Council.
- ▶ Work cooperatively and ensure positive communication and relationships with all staff across all Units.
- ▶ Ensure that full and accurate records of activities and decisions are created and captured and observe records management procedures in accordance with Council policy.
- ▶ Ensure Occupational Health & Safety (OH&S) and Human Resource Management procedures and practices are adhered to in line with organisational requirements including contractor risk management and OH&S accountabilities.
- ▶ Providing assistance with Municipal Emergency Services as required.
- ▶ A commitment to the principles that support the safety and wellbeing of all children

### Management Skills

- ▶ Proven ability in project management, managing time, setting priorities, planning and organising one's work.
- ▶ Knowledge of, and ability to implement personnel practices including equal opportunity and health and safety.
- ▶ Demonstrated ability to establish and maintain productive relationships with staff, community, internal and external stakeholders.
- ▶ Ability to apply initiative and innovative thinking to organisational problems.
- ▶ Appropriate skills to achieve the annual business plan and strategic performance objectives set for the position.

### Judgement and Decision Making

- ▶ The majority of work is well defined and the duties carried out independently however the nature of the role draws on specialised methods, procedures and processes developed from theory or precedent
- ▶ Problem solving may involve the application of these techniques to new situations and guidance and advice is usually available.

### Accountability and Extent of Authority

- ▶ Freedom to act is set by clear objectives, policies and budgets and is subject to specific delegations and frequent consultation with the Senior Accountant and Manager Business and Performance.
- ▶ Provides assistance with the development of policy and procedure drawing on investigative and analytical abilities within area of specific expertise.
- ▶ Authorised to approve expenditure on relevant accounts as determined by the Manager Business and Performance.

### Interpersonal Skills

- ▶ Demonstrated ability to engage and build strong relationships with Council, clients, members of the public, other employees, and representatives of other organisations.
- ▶ High level interpersonal and written communication skills together with public relations experience.
- ▶ Capacity to deal with sensitive issues, maintain confidentiality and protect privacy.
- ▶ Ability to persuade, convince and negotiate with clients, authorities, stakeholders and other staff members and plan and manage meetings.
- ▶ Demonstrated commitment to quality customer service.
- ▶ Liaise with counterparts in other organisations to discuss specialist matters and with other employees in other functions within Council to resolve intra-organisational problems.

### Organisational Context

The Mansfield Shire Council organisational structure has been developed with the following departments reporting directly to the CEO:

- ▶ Community Health & Wellbeing
- ▶ People, Communication & Governance
- ▶ Capital Works & Operations
- ▶ Investment & Planning Services.
- ▶ Business & Finance

This structure has been designed to ensure a clear focus on the delivery of best value services and to utilise the skills and experience of staff in the most effective manner.

### Diversity and Inclusion

- ▶ Mansfield Shire Council is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.
- ▶ We value inclusion and diversity within our workforce and our community, supporting the invisible and visible qualities of all who walk through our doors. As an employee of Mansfield Shire Council, you will respect and show kindness to all regardless of ethnicity, sexuality, identity or any other protected attribute.

# How to apply

- 1 Cover letter**

Prepare a cover letter providing a snapshot of why you are interested in the position and the reasons we should hire you. Include any required information that has been outlined in the job advertisement. Your cover letter should be no longer than one page in length.
- 2 Key selection criteria**

Respond to the list of key selection criteria clearly demonstrating how your qualifications and/or experience would help you to meet the requirements of the role. **Please ensure that you address all key selection criteria contained within the position description.** This document should be kept to a maximum of two pages if possible.
- 3 Resumé**

Provide your up to date resumé containing a summary of your skills, employment history, experience, knowledge and abilities. A good resumé will be tailored to the position you are applying for with emphasis on the skills and experience that directly relate to the role.
- 4 Submit your application by the closing date**

Once you have collated the necessary documents, visit the Mansfield Shire Council's 'Information for Applicants' web page at [mshire.co/applicant-information](http://mshire.co/applicant-information), for information on how to submit your application. All information must be received by Council prior to the advertised closing date.

For more information please contact:


Michael McCormack, Financial Controller on (03) 5775 8555

More detailed information on how to apply is available at  
[mshire.co/applicant-information](http://mshire.co/applicant-information)

*including tips for addressing key selection criteria, writing a cover letter and resumé.*

## OFFICE USE ONLY

Authorised by CEO:



Employee's  
Signature

Date:

15/04/2025

Employee's  
Name

Date: / /



Mansfield Shire