
POSITION	Accountant
EMPLOYMENT STATUS	Fixed Term Full-Time
CLASSIFICATION	Band 3 Level 2
EMPLOYMENT CONDITIONS	Goldenfields Water County Council Enterprise Award 2023
SECTION	Corporate Services
LOCATION	Temora
REPORTS TO	Corporate Service Manager

To achieve the mission and vision of Goldenfields Water, Council and its employees have a core set of corporate values. These values benchmark the expected standards of behaviour and underpin and guide our everyday decision making and activities. Our corporate values are:

INTEGRITY TRUST RESPECT TEAMWORK CONTINUOUS IMPROVEMENT

KEY DUTIES AND KEY RESULT AREAS

Key duties include, but are not limited to:

- Undertake the preparation of Council's Annual Financial Statements, Budget, and Water Sales Analysis reports.
- Undertake the preparation of Council's Quarterly Budget Review.
- Assist in the preparation of Council's Long Term Financial Plan and Annual Operating Plan.
- Oversee the preparation and lodgement of statutory returns (Fringe Benefit Tax, Business Activity Statements).
- Undertake systems administrator duties for Corporate Systems and provide appropriate training to staff.
- Coordinate the end of year management of stores and associated auditing.
- Collate and analyse data to prepare reports and other relevant documentation.
- Manage Council's Chart of Accounts.
- Monitor Council's cash requirements, ensuring adequate funds for operational needs and surplus funds are invested in accordance with policy and regulatory requirements.
- Monitor and advise on existing financial processes, procedures, and policies to ensure adequate controls are in place.
- Maintain up to date knowledge of relevant Australian accounting standards and practice, legislation, Council policies and prescribed corporate and external reporting frameworks.
- Coordinate Council's fleet insurances, registration, and claims process, including monitoring fleet records to enable optimal changeover.
- Assist Administration team when required to provide effective customer service to internal and external customers including over the counter, email & telephone reception service.
- Carry out other duties as directed within the scope, skills and competence level of the position and employee.
- Undertake all identified training requirements associated with the position.

CORPORATE REQUIREMENTS

- Maintain awareness and compliance of work, health, safety and environmental policies and procedures to ensure commitment in promoting and practicing work, health, safety and environment protection.
 - Maintain awareness and compliance with Council's Code of Conduct and policies, including the EEO Policy, Anti-Bullying and Harassment Policy, and relevant risk management protocols.
 - Willingness to undertake and commitment to continuous improvement.
 - Work flexibility to meet the demands of the organisation.
 - Adhere to corporate record keeping requirements.
 - Contribute to the creation of a high-performance culture where accountability, innovation, change and excellence in service delivery are valued.
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INFORMATION MANAGEMENT

The employee will not divulge any confidential information about Council either during or after the term of their employment with Council.

KEY SELECTION CRITERIA

ESSENTIAL CRITERIA

- Degree in Accounting and/or relevant experience in a related field.
- A comprehensive understanding of Australian Accounting Standards, Local Government accounting requirements, general accounting principles, standards, and practices.
- Demonstrated experience in the operation of computerised financial systems.
- Demonstrated experience in the preparation of Annual Financial Statements, Long Term Financial Plans, Budgets and tax compliance.
- Excellent written and verbal communication skills and an ability to work with the General Manager and community.
- Demonstrated understanding of and commitment to EEO and WHS principles and practices.
- Current NSW Class C Licence.

DESIRABLE CRITERIA

- Local Government experience and knowledge of current issues in Local Government.
- Experience with CIVICA Authority.
- Certified Practising Accountant (CPA) / Chartered Accountant (CA)