
POSITION	Finance Coordinator
EMPLOYMENT STATUS	Permanent Full-Time
CLASSIFICATION	Band 3 Level 3
EMPLOYMENT CONDITIONS	Goldenfields Water County Council Enterprise Award
SECTION	Corporate Services
LOCATION	Temora
REPORTS TO	Corporate Services Manager
DIRECT REPORTS`	2

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:

- Coordinate and contribute to the preparation of Council's Annual Financial Statements, Annual Budget, Quarterly Budget Reviews, Long-Term Financial Plan, and Annual Operating Plan, ensuring compliance with Australian Accounting Standards, legislative requirements, and alignment with Council's strategic objectives.
- Oversee the preparation and timely lodgement of statutory taxation returns including Fringe Benefits Tax (FBT) and Business Activity Statements (BAS).
- Oversee Council's year-end stock-take processes, ensuring data accuracy for audit and compliance.
- Oversee Council's insurance portfolio including claims and annual renewals.
- Collate, review, and analyse financial and operational data to support internal and external reporting requirements.
- Maintain the integrity of financial records, including the General Ledger and Chart of Accounts, through accurate coding, reconciliation, and compliance with reporting standards.
- Monitor Council's cash flow to meet operational needs and manage investments in accordance with policy and regulatory requirements.
- Evaluate and improve financial processes, procedures and internal controls, ensuring compliance with relevant legislation, standards, and Council policies.
- 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 with the functions of internal and external audits/auditors.
- Undertake systems administrator duties for Corporate Systems and provide appropriate training to staff.

- Supervision and coordination of day-to-day activities of positions reporting through to this role.
- Undertake all training requirements relevant to the role and proactively maintain professional development.
- Perform other duties as directed, consistent with the scope, skills, and competency level of 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.

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 demonstrated ongoing experience in professional accounting or financial management roles within a directly related financial field.
- A comprehensive understanding of Australian Accounting Standards, Local Government accounting requirements, general accounting principles, standards, and practices.
- Demonstrated experience administering computerised financial systems.
- Strong analytical and problem-solving skills.
- Demonstrated experience leading and managing a finance team.
- 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) or willingness to obtain.