

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Financial Accounting Officer</b>
<b>Position Number:</b>	<b>10977</b>
<b>Directorate:</b>	<b>Corporate &amp; Commercial Services</b>
<b>Reports to:</b>	<b>Corporate Accountant</b>
<b>Department:</b>	<b>Financial Services</b>
<b>Agreement:</b>	<b><i>City of Karratha Enterprise Agreement 2021</i></b>
<b>Classification:</b>	<b>Level 4</b>

## 1. POSITION OVERVIEW

The Financial Accounting Officer is responsible for bank and general ledger integrity, tax reporting and compliance and debt collection.

### 1.1 Position Objectives

- Assist in the control of expenditure and revenue functions of Council's financial management systems to ensure timely and accurate recording of information.
- Assist the Corporate Accountant in the collation and preparation of statutory compliance returns such as BAS and FBT.
- Proactively assist in the collection of outstanding rates and accounts receivables.

## 2. DUTIES & RESPONSIBILITIES

### 2.1 Financial Services

Ensuring accounting functions meet Council's financial services requirements including:

- Undertaking general ledger functions, reconciliations and journals
- Ensuring that accounts and records are prepared and maintained in accordance with relevant legislation and standards
- Assisting with the preparation of annual financial statements
- Assisting with the City's tax obligations for Goods & Services Tax and Fringe Benefits Tax
- Assisting with the continuous improvement of existing systems and processes
- Undertaking special projects
- Assisting with review of relevant policies and procedures
- Proactively monitor and report on Financial Accounting KPI's as per the City's operational plan.
- Assist the Corporate Accountant in preparation and response to audit requirements and attend to issues raised during the audit process in a timely manner.
- Research and assistance with budgets, annual financial statements, and annual financial audit
- Other duties as directed by the Corporate Accountant and Manager Financial Services/CFO.

### 2.2 Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.

- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

### **3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)**

#### **3.1 Authority and Accountability**

- Accountable for the preparation of high quality statutory financial returns
- Works under the general direction of the Corporate Accountant in accordance with Council's policies and procedures.

#### **3.2 Judgement and Problem Solving**

- Demonstrated ability to identify, analyse and solve problems within established processes and procedures.

#### **3.3 Specialist Knowledge and Skills**

- Well-developed computer skills including a strong working knowledge of the Microsoft Office software suite and other software packages to be able to produce financial and other reports.
- Working knowledge of legislation, policies and procedures applicable to Council's financial operations.

#### **3.4 Interpersonal Skills**

- Sound verbal and written communication, research, interpersonal and negotiation skills to enable effective communication.
- Demonstrated ability in the areas of time management, working autonomously and within a team.
- Developed organisational skills, ability to use initiative and problem solve.

#### **3.5 Qualifications and Experience**

- Demonstrated experience in a finance/accounting role with responsibility for the general ledger for a medium/large organisation
- Certificate IV or above in accounting or relevant field (desirable)
- Current or prior Local Government experience (desirable)
- Current C Class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)