

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Corporate Accountant</b>
<b>Position Number:</b>	<b>10542</b>
<b>Directorate:</b>	<b>Corporate &amp; Commercial Services</b>
<b>Reports to:</b>	<b>Manager Financial Services / CFO</b>
<b>Supervises:</b>	<b>Senior Asset Management Officer, Senior Creditors Officer, Financial Accounting Officer</b>
<b>Department:</b>	<b>Financial Services</b>
<b>Agreement:</b>	<b><i>City of Karratha Industrial Agreement 2023</i></b>
<b>Classification:</b>	<b>Level 8</b>

## 1. POSITION OVERVIEW

The Financial Services department is responsible for the development of management strategies for Council's assets including infrastructure, buildings, plant and equipment.

The Corporate Accountant is responsible for the sound, efficient and timely co-ordination, planning and development of Council's Asset Management section. The position will oversee and work closely with relevant staff in the day to day operations of the portfolio.

### 1.1 Position Objectives

- To provide leadership, support and direction to the Financial Accounting team.
- Ensure that the financial management of the council is managed in a professional and effective manner.
- Prepare the Monthly and Annual Financial Statements for Council and Audit.
- Provide information, support and assistance to Council, Directors, Managers and other staff in matters relating to financial management. To develop and maintain an asset management system for Council.
- To develop and maintain asset management strategies for Council.
- Provide leadership to the Asset Management team.

## 2. DUTIES & RESPONSIBILITIES

### 2.1 Management of Assets

- The development and maintenance of an asset management system including asset registers for all of Council's assets.
- Develop policies and guidelines relating to asset management principles.
- Develop asset management strategies and operational levels of service documentation for all types of assets in consultation with the relevant senior staff.
- Develop long term programs for the acquisition, maintenance, development, replacement and/or disposal of Council's assets, including buildings, land and property and fleet in conjunction with other relevant senior staff.
- Prepare contract and tender documentation; undertake tender assessment and contract administration as required.
- Prepare reports to Council on asset related subjects.
- Liaise with the Manager Financial Services/CFO to determine resource requirements to achieve objectives.
- Maintain GIS software and database.

## **2.2 Corporate Accounting**

- Prepare the Annual Financial and Monthly Statements for presentation to Council and for audit.
- Identify, investigate, analyse and implement operational improvement opportunities.
- Undertake financial analysis in areas of forecasting, budgeting, engaging in cost reduction analysis and reviewing operational performance.
- Coordinate the City's financial accounting and associated compliance functions.
- Oversee the preparation of financial compliance reports to ensure the accuracy and statutory compliance of all reports.
- Research and provide information, assistance and advice in relation to financial accounting matters to the Executive team, Managers and other staff, and prepare agenda items to Council as required.
- Liaise with Council's auditors and attend to issues raised during the audit process in a timely manner.
- Provide support to the Manager Financial Services/CFO in day to day functions as required

## **2.3 Budget**

- Provide input to annual budget development in relation to management of assets.
- Monitor the progress of works and maintenance expenditure against budget allocations and report anticipated discrepancies to the Manager Financial Services/CFO

## **2.4 Health & Safety**

Managers, Coordinators and Supervisors are responsible for ensuring that:

- Staff over whom they have line management responsibility are held accountable for performing the responsibilities and actions relevant to their position.
- City policies and procedures relevant to safety are applied.
- For activities for which the safety risk is significant, and there is no City procedure, safety risk assessments and associated safe work procedures are documented and enacted in accordance with the WHS Risk Management Procedure.
- Workplace hazard inspections occur at least every 3 months at workplaces under their carriage. If there is a HSR for the workplace, ensure they are given adequate paid time and resources to complete the inspection.
- The employees of the City are not exposed to hazards in their working environment.
- Other roles and responsibilities outlined in the WHS Management: Roles and Responsibilities.

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

### **3.1 Judgement and Problem Solving**

- Strong analytical skills and the ability to plan strategically and develop forward works programs.
- Highly developed record keeping, administrative, problem solving and time management skills and demonstrated ability to effectively manage multiple projects.

### **3.2 Specialist Knowledge and Skills**

- Knowledge and demonstrated experience in Asset Management, contract administration, tendering and analysis, with Local Government experience desirable
- Knowledge of whole of life costing and cost / benefit analysis techniques

- Knowledge of Council's infrastructure items in own area of expertise or discipline and a developing knowledge in all other areas.
- Well-developed computer skills including a working knowledge of the Microsoft Office software suite, Assetic (My Data) database applications, Geographical Information Systems (GIS) and the ability to develop and maintain registers for all items of Council's infrastructure.

### **3.3 Management Skills**

- Developing leadership skills, knowledge of human resource management practices including equal employment opportunity, Award conditions, occupational health & safety and dispute procedures and demonstrated experience in a supervisory role sufficient to be able to provide leadership to a team.

### **3.4 Interpersonal Skills**

- Developed verbal and written communication skills (including report writing) with a high level of attention to detail and accuracy.
- Sound communication, interpersonal and negotiation skills to enable the effective provision of advice, information and assistance to Management, staff and contractors.

### **3.5 Qualifications and Experience**

- Qualifications in Business/Accounting
- Knowledge and demonstrated experience in Strategic Asset Management
- A minimum of five years' experience in a similar position
- Be a current member of CPA or CA
- Current C class driver's licence
- Current National (or Federal) Police Certificate (no more than 6 months old)