



POSITION DESCRIPTION

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| Position Title: | Systems Project Accountant |
| Position Number: | 11140 |
| Directorate: | Corporate & Commercial |
| Reports to: | Manager Finance |
| Supervises: | Finance Project Officer |
| Department: | Financial Services |
| Agreement: | <i>City of Karratha Industrial Agreement 2023</i> |
| Classification: | Level 7 |

1. POSITION OVERVIEW

As the Systems Project Accountant is responsible for supporting the City's financial management, system development, and process optimisation. You will work closely with our leadership team and collaborate with cross-functional departments to enhance operational efficiency and contribute to strategic decision-making.

1.1. Position Objectives

- Improve financial reporting and analysis leading to data-driven decision-making.
- Enhance cross-functional collaboration and communication through better utilisation of system technology.
- Streamline financial processes through integration of modules/systems and increased automation.
- Maintain the financial integrity of financial information through the identification and remedy of system issues and testing during CiAnywhere system updates.
- Improve the utilisation and understanding of financial modules in CiAnywhere through the development of financial dashboards and custom financial reports.

2. DUTIES & RESPONSIBILITIES

2.1. Financial Reporting and Insights

- Develop innovative and accurate financial reports and insights that empower strategic decisions. Provide actionable data to support business unit Profit and Loss and balance sheets.

2.2. Cross-Functional Collaboration

- Collaborate with cross-functional teams and Financial Services to create monthly management reports, process enhancements, and commercial insights.
- Foster strong working relationships to drive financial excellence.

2.3. Data Analysis

- Thoroughly investigate financial data to uncover trends, variances, and opportunities for improvement.
- Use your analytical skills to provide valuable insights to the organisation.

2.4. Process Optimisation

- Identify opportunities to streamline financial processes and enhance efficiency and accuracy through automation.
- Continuously improve financial systems and procedures.

2.5. Mentoring and Collaboration

- Guide and mentor team members, fostering their growth, and collaborate to enhance the speed and automation of financial data capture, reconciliation, reporting, analysis, and insight generation.

2.6. User Training and Reporting:

- Develop and coordinate user training programs and education in CiAnywhere. Research, design, develop, and modify reports, including other reporting mechanisms such as dashboards, to assist users in meeting operational objectives.

2.7. 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. Authority & Accountability

- Works under broad supervision of the Manager Financial Services/CFO
- Works in accordance with approved Council's policies, procedures, and guidelines.
- Coordinate, with the ERP team and ERP contractors, in the delivery of CiAnywhere modules and their integration with financial modules and legacy financial systems.
- Ability to exercise a degree of autonomy (only applicable to level 6 and above)

3.2. Judgement & Problem Solving

- Ability to exercise judgement to problem solve by reference to established processes, procedures, precedents, and instructions.
- Ability to manage time effectively to ensure duties are carried out to the required standard.

3.3. Management and Supervision

- Provide leadership, assistance, and direction to all staff within the ERP Project Accounting team.
- Demonstrated experience in a senior management role sufficient to be able to provide leadership and effective day-to-day management to a multi-disciplined team in a professional and effective manner.
- Sound management skills and knowledge of human resource management practices.

3.4. Specialist Knowledge & Skills

- Demonstrated experience in the utilisation, integration, and customisation CiAnywhere modules.
- Experience in the development of dashboards and custom reports for end users.
- Ability to develop online training and instructional videos to develop end user capacity to utilise CiAnywhere financial modules.

3.5. Interpersonal Skills

- Highly developed numeracy, written and verbal communication skills relevant to the work area.
- Sound communication, interpersonal and negotiation skills to enable the effective provision of advice, information and assistance to a range of people including those with a limited knowledge of financial practices and procedures.
- Demonstrated customer services skills.
- Sound negotiation skills to enable the effective provision of advice, information and assistance to Management, staff, and external stakeholders.

3.6. Qualifications & Experience

- Completion of a relevant tertiary qualification in accounting and demonstrated experience in a similar role
- CPA or Chartered Accountant status
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)