

POSITION DESCRIPTION



Title:	Team Leader Financial Accounting
Position Number:	2009
Classification:	Band 8
Directorate:	Corporate Services
Department:	Finance and Rates
Award:	Greater Shepparton City Council Enterprise Agreement / Victorian Local Authorities Award 2001
Incumbent:	Vacant

ORGANISATIONAL RELATIONSHIPS

Reports to:	Manager Finance and Rates
Direct Reports:	<ul style="list-style-type: none">▪ Senior Systems Accountant▪ Coordinator Financial Operations▪ Financial Accountant – Fixed Assets▪ Senior Finance Officer
Primary Internal Relationships:	<ul style="list-style-type: none">▪ Chief Executive Officer▪ Director Corporate Services▪ Executive Leadership Team▪ Responsible Managers▪ Budget Officers▪ All Staff
Primary External Relationships:	<ul style="list-style-type: none">▪ Internal and External Audit Providers▪ Software Providers/Vendors▪ Goulburn Valley Regional Library Corporation▪ State Government Departments (i.e. Victorian Grants Commission, Local Government Victoria)▪ Local Government Professional Associations

POSITION OBJECTIVES

Play a leading role in the delivery of quality financial accounting, accounts payable and treasury services, including the timely completion annual finance statements and the year end audit process, ensuring full statutory and regulatory compliance and safeguarding the integrity of the general ledger.

Ensure financial systems and processes are designed to meet the changing needs of the organisation and foster an environment of continuous improvement, to ensure a dynamic team that excels in the delivery of service to the organisation.

KEY SELECTION CRITERIA

- CPA/CA qualified with tertiary accounting, business or commerce qualification and a minimum 3 years demonstrated experience relevant to the position.
- Substantial experience in the preparation of statutory financial statements and returns, including accounting for fixed assets and coordinating engagement of the annual external audit function.

- Strong analytical skills to assess financial systems and processes and identify areas for improvement, with demonstrated experience developing solutions that meet the needs of the organisation while effectively managing the required change process.
- Excellent interpersonal skills, including written and verbal communication, negotiation skills and the ability to present complex financial concepts in simple terms.
- Demonstrated ability in coordinating team priorities in the context of financial services to achieve deadlines and the provision of coaching, mentoring and developing staff to encourage team building, cross functional skills, career progression and commitment to the organisation's values.

KEY RESPONSIBILITY AREAS

- Supervise, coach, develop and motivate the Financial Accounting team to foster a high performing team environment.
- Drive continuous improvement initiatives within the Financial Accounting team including process mapping, knowledge transfer and multiskilling of staff as well as identifying opportunities to improve efficiency and customer service.
- Encourage and support team members to undertake appropriate learning and development opportunities that support skill development and career progression.
- Coordinate the accurate and timely preparation of annual financial statements and the annual external audit process.
- Coordinate the preparation of statutory requirements including the annual Victorian Local Government Grants Commission, FBT, Roads to Recovery and Unclaimed Monies returns, monthly BAS and other statutory and financial returns and acquittals as required.
- Prepare and present financial information to a range of audiences for action, information and decision making, including budget officers, ELT, Councillors and the Audit and Risk Management Committee.
- Safeguard the integrity of the general ledger and asset register by overseeing month and year end ledger reconciliations and ensuring any investigations or journals are completed efficiently.
- Ensure general ledger account and work order creation and maintenance is consistent with Council's chart of accounts through the development of protocols and procedures and undertaking of regular reviews.
- Develop and maintain appropriate and effective processes, procedures, systems and internal controls consistent with the principles of sound financial management to mitigate risks and ensure the integrity of Council's financial information.
- Ensure accounting policy complies with accounting standards, relevant legislation and best practice guidance. Regularly review and provide recommendations to Manager Finance & Rates to ensure policies remain up to date and provide for a robust control framework.
- Oversee the accounts payable function, ensuring accuracy and efficiency of operations.
- Oversee banking and treasury functions, including loans and investment portfolio management, banking administration, credit cards, cash flow modelling and ensuring timely reconciliation of Council's bank accounts.
- Ensure adherence to all relevant accounting standards and legislation in respect of all operations and responsibilities of the Financial Accounting Team. Develop and review appropriate accounting policies and procedures to support this.
- Maintain up to date knowledge of relevant accounting standards and practice, legislation, Council policies and prescribed corporate and external reporting frameworks. Stay abreast of best practice and proactively implement changes as required.
- Oversee the accurate recognition, measurement and reporting of fixed assets, ensuring compliance with accounting standards and policies, including capitalisation, valuation, depreciation, disposal and reconciliation procedures. Engage with stakeholders and provide professional guidance and advice to ensure appropriate linkage between financial and asset management.
- Ensure Council's finance system and processes meet the changing needs of the organisation by ensuring the system is adequately maintained, issues are resolved and upgrades are timely. Analyse processes and identify areas for improvement, using change management tools to effectively manage any required change process.
- Establish, monitor and test internal control procedures via an internal compliance and audit program to ensure ongoing compliance and strength of Council's control environment.
- Coordinate month and year end deadlines including information sessions, accrual journals, closing of accounts and the review of financial results to ensure accuracy.
- Coordinate the service level agreements and provision of financial services to other associated entities including the Goulburn Valley Regional Library Corporation.
- Lead and ensure the delivery of exceptional financial support and guidance to stakeholders, fostering strong relationships, addressing complex enquiries and proactively resolving issues.
- Undertake shared accounting responsibilities including review and posting of journals, approval of payroll and supplier payment runs and acting as a representative on project boards as required, ensuring all activities are undertaken in compliance with applicable accounting standards and internal controls.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

This position is accountable for:

- Complying with all legislative, industry and Council regulations and procedures in the execution of all activities within the team.
- Timely and accurate preparation of the annual financial statements and all other internal and statutory reporting requirements and periodic reviews.
- Ensuring the Council's financial systems are used to their maximum capacity and are operating efficiently and effectively.
- Leading the day to day operations and resources of the Financial Accounting team to ensure achievement of set goals and objectives.
- Ensuring general ledger integrity through the establishment, monitoring and testing of internal controls.
- Ensuring the efficient and effective measurement, reporting and valuation of Council's assets.
- Maintaining a proactive, open dialogue with the Manager Finance and Rates on the progress towards the achievement of goals, objectives and strategies identifying areas of concern and developing strategies to address these issues.
- Overseeing the financial accounting services within the limits of the Council Plan, Council Policy and other relevant constraints, e.g. Local Government Act, Financial and Reporting Regulations, Australian Accounting Standards.

This position has the authority to:

- Authorise, in accordance with delegated limits, department invoices and electronic funds transfer payments.
- Direct staff within the Financial Accounting team to undertake duties as per the relevant position descriptions.
- Use professional judgement to interpret and apply accounting standards within the area of responsibility.
- Review, research and develop accounting policy, having regard to the substantial impact these policies will have on the community, and make recommendations to the Manager Finance & Rates accordingly.
- Undertake the tasks and responsibilities of the role within the scope of relevant legislation, statutory requirements, assigned delegations and Council policies and procedures.

Judgement and Decision Making

- Make decisions on all matters which are within the responsibility of the position and within any delegated authority, legislative requirements, established policy or recognised standards.
- Use of professional judgement and professional scepticism in critically reviewing financial information contained within Council's financial system, to ensure efficacy of controls and accuracy of financial information.
- Making informed judgments in the interpretation and application of the Local Government Act, Finance and Reporting Regulations, Australian Accounting Standards and other relevant legislation, including new developments and their application to Council's environment.
- Making recommendations to the Manager Finance and Rates on long-term financial strategies, improvements to Council's financial situation, financial systems and financial processes/procedures..

Multiskilling and additional duties

- The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skills, competence and training, provided such duties do not result in a narrowing of the employee's skill base.

SKILLS AND KNOWLEDGE

Specialist Skills and Knowledge

- Extensive knowledge of accounting standards, theory and principles and other relevant accounting legislation (e.g. tax legislation) and the ability to interpret and apply in a large and complex organisation.
- Substantial experience in the preparation of financial statements, monthly reconciliations and overseeing the engagement of the annual external audit function.
- Understanding of and familiarity with accounting systems including an awareness of industry best practices as well as knowledge of the needs of end users and innovative ways of meeting these.
- Understanding of change management practices and their application in a diverse and large organisation.
- High level numeracy skills and attention to detail.
- High level computer skills in the areas of Microsoft Office, accounting systems and business intelligence.

Management Skills

- Ability to plan, prioritise and organise work, both on an individual and team basis, within a set timetable and in an environment of change and conflicting demands, in order to achieve set goals and objectives.
- Highly developed organisational skills and ability to maintain and exceed deadlines.

- Provide relevant guidance, supervision and direction to tertiary qualified staff.
- Ability to lead, motivate and develop highly skilled tertiary qualified staff to ensure the appropriate cross function skill sets of team members.
- Ability to objectively resolve disputes and/or problems that may arise and negotiate successful outcomes.
- Ability to manage change and deliver financial reporting services in an environment of resource constraints.

Interpersonal Skills

- Excellent oral and written communication skills essential for report development and discussing complex financial matters in simple terms.
- The ability to negotiate and gain co-operation and assistance from Directors, Managers and other employees in the administration of defined activities and in the management of other employees where appropriate.
- High level of confidentiality, political and business acumen and understanding of the affect this role has on other business areas and the wider organisation. .
- High level of customer service skills.
- Ability to liaise with counterparts in other organisations to discuss and resolve specialist matters and with other employees within the organisation to resolve intra-organisational matters.
- Demonstrate leadership qualities at all times.
- Be self-motivated and foster a learning environment and a strong focus on continuous improvement.
- Have a positive and professional disposition at all times

QUALIFICATIONS AND EXPERIENCE

- CPA/CA qualified with tertiary accounting, business or commerce degree qualification with a minimum of 3 years' professional experience in a related field.
- Substantial knowledge of all relevant Acts, Regulations and financial procedures, especially the ability to interpret and apply Australian Accounting Standards or other relevant legislation.
- Extensive experience leading, motivating and developing high performing accounting teams in a large, complex environment.
- Experience coordinating the preparation of annual financial statements, statutory reporting obligations and the external audit engagement in a large complex organisation.
- Experience analysing and maintaining financial systems, including issue resolution, patch and upgrade implementation and process optimisation. Familiarity with SQL and/or business intelligence reporting will be highly regarded.

OTHER INFORMATION

This position description is an overview of the role; reasonable adjustments to the role that do not change the overall level, scope or intent of the original position may be discussed and agreed to in consultation with the incumbent.

It is a prerequisite of this position that the incumbent holds and maintains a current:

- Victorian drivers licence

LEGISLATION

As a Council officer the incumbent is required to be aware of and adhere to the following acts, regulations and codes (as replaced from time to time):

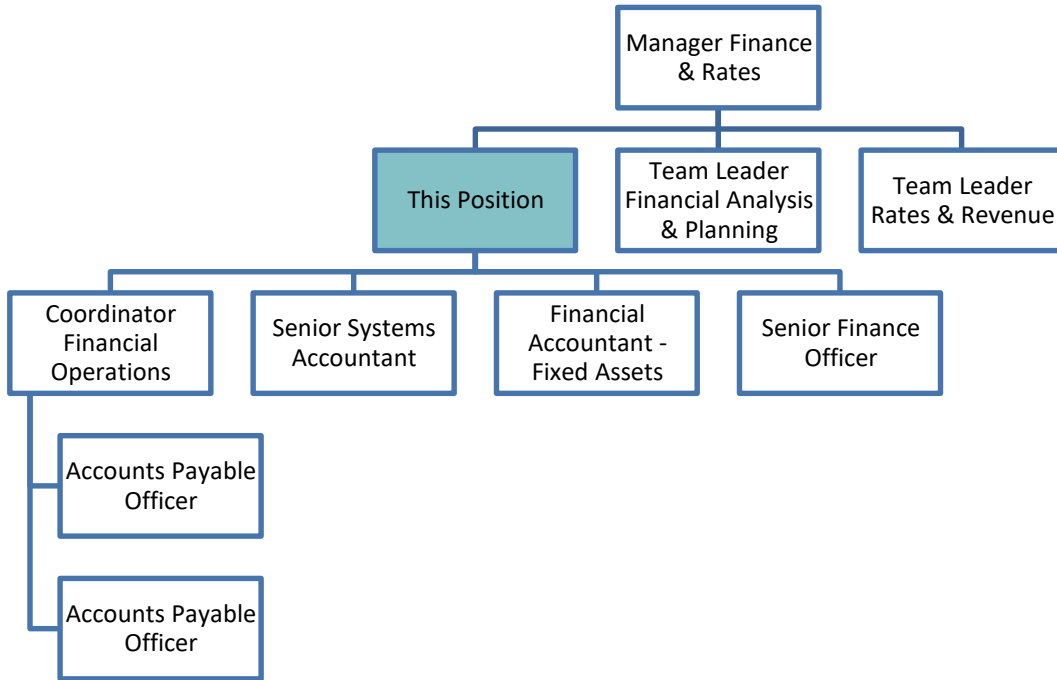
- Local Government Act 2020
- Local Government (Planning and Reporting) Regulations 2014
- Occupational Health and Safety Act 2004
- Equal Opportunity Act 2010
- Greater Shepparton City Council – Employees Code of Conduct

This is not an exhaustive list and individual roles may have responsibilities under other forms of legislation.

ORGANISATIONAL CONTEXT

Departmental Overview

The Finance and Rates Department provides the revenue and rates, financial reporting and accounting service functions of Council including: management and preparation of annual budget; statutory financial reporting and annual audit; accounts payable and receivable; long term financial planning; statutory and regulatory compliance; treasury functions; rates notices and revenue collection.



VALUES

Our Values reflect what we feel is important. Organisations may have core values that reflect what is important in the organisation.

These values may be guiding principles of behaviour for all members in the organisation.

**Respect first,
always**

We are attentive, listen to others and consider all points of view in our decision making.

**Take
Ownership**

We take pride in honouring our promises and exceeding expectations, and are transparent with and accountable for our actions.

**Courageously
Lead**

We lead with integrity, and stand up and stand by what is in the best interests of the Greater Shepparton Community.

**Working
Together**

We work collaboratively to create higher quality outcomes that are more efficient, thoughtful, effective and responsive. We cannot accomplish all that we need to do without working together.

**Continually
Innovate**

We are open to new ideas and creatively seek solutions that encourage us to do our best for our community.

**Start the
Celebration**

As ambassadors for our people and place, we proudly celebrate the strengths and achievements of Council and the Greater Shepparton Community.

SHARED ORGANISATIONAL RESPONSIBILITIES

Occupational Health and Safety

All employees are responsible for the effective implementation of the Greater Shepparton City Council Safety Management System and demonstrate a commitment to effective risk management and minimisation. This includes:

- Taking reasonable care for their own safety and that of others at work.
- Obey all instructions from their supervisors to protect their own personal health and safety and that of others.
- Actively participate in OH&S training and awareness programs.
- Follow and encourage work group adherence to safe working procedures, instructions, guidelines and practices and recommend change if considered inadequate.
- Using safety devices and PPE correctly and when required.
- Reporting any incidents, near misses or safety hazards to supervisors, management or HSR's.
- Ensuring that they do not endanger any other person through any act or omission at work.
- Ensuring they are not affected by the consumption of alcohol or other drugs, illness or fatigue or endanger their safety or that of others.
- Actively participate in work group OH&S activities such as toolbox sessions.

Customer Service

Our customers are persons or organisations that use or needs a services provided by Greater Shepparton City Council.

We believe service excellence is the ability to provide a high quality consistent and empathetic service to our customers in line with Council objectives and statutory obligations.

Greater Shepparton City Council recognises customer service as a whole of Council responsibility. We will strive to provide service excellence through:

- Informed professional guidance and advice.
- Listening to and understanding our customer needs.
- Developing skilled and motivated staff.
- Strengthening relationships between staff and the customer.
- Ongoing evaluation reporting and continuous improvement.

Recordkeeping

As an employee of the Victorian Public Service Sector, it is your responsibility to ensure you are fully aware of recordkeeping responsibilities detailed in the Greater Shepparton City Council's Records and Information Management Policy, Framework and associated procedures. It is a requirements for all staff to create and capture full and accurate records of all work related decisions and activities into relevant approved corporate systems.

Emergency Management

Greater Shepparton City Council understands and accepts its roles and responsibilities in emergency management operations described in the Emergency Management Act (1986 & 2013) and it is a core function of Council business.

The incumbent may, at times be asked to assist in Council's emergency management operations, within reason.

Risk Management

All employees are to:

- Understand the principles and purpose of Risk Management and the associated framework activities.
- Understand all the risks associated with their activities and assist their Manager/Team Leader in the identification and management of risks.

Child Safety

Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

Climate Emergency

Greater Shepparton City Council recognises the need to urgently address the causes of climate change to ensure our operations and the community are able to adapt to the impacts. All employees are responsible for the effective implementation of the 2030 Zero Carbon Emissions Target and demonstrate a commitment to mitigating and adapting to climate change. This includes:

- Judgement and decision making authority.
- Provision of service to the community.
- Adherence to relevant climate change policies and plans.
- Sustainable procurement – seeking and selecting the lowest carbon option and sustainable option in accordance with Procurement Guidelines.

INHERENT PHYSICAL AND COGNITIVE REQUIREMENTS

The frequency of the physical and psychosocial demands required of the position are defined as:

Never (N)	Does not occur
Rarely (R)	May occur but does not occur daily or weekly. (1% - 5% of the time spent)
Occasionally (O)	Does occur, time is set aside to perform this activity. (6% - 33% of the time spent)
Frequently (F)	Occurs daily or takes up a large percentage of the day. (34% - 66% of the time spent)
Constantly (C)	Primary activity for this position. (67% - 100% of the time spent)

	N	R	O	F	C
Work Environment					
Indoors					X
Outdoors		X			
Slippery Surfaces	X				
Uneven ground/Sloped areas	X				
Work in isolation	X				
Work in confined spaces	X				
Work at heights	X				
Work in dusty/fumes/foul smells	X				
Exposure to loud noises requiring hearing protection	X				
Exposure to personal waste	X				
Body Posture					
Standing			X		
Sitting					X
Squatting/Crouching	X				
Kneeling	X				
Twisting	X				
Bending	X				
Manual Handling					
Reaching or working overhead (above shoulder)	X				
Reaching forward	X				
Gripping/fine motor movement	X				
Pushing/restraining	X				
Driving a vehicle		X			
Lifting floor to waist		X			
Lifting waist to overhead	X				
Lifting from a truck/trailer	X				
Lifting 0 - <5kg		X			
Lifting 5 - <10kg	X				
Lifting 10 - <15kg	X				
Lifting 15kg+	X				
Carrying awkward loads	X				
Climb steps/stairs/ladder					X
Exposure to vibration	X				
Psychosocial					
Give direction to others					X
Dealing with aggressive customers		X			
Dealing with upset customers		X			
Supporting dependent persons	X				

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	N	R	O	F	C
Cognitive					
Written communication					X
Verbal communication					X
Comply with legislation					X
Problem solve					X
Reason/make sense of things				X	
Make critical decisions			X		
Ensure accuracy/details					X
Remember names/details				X	
Show creativity				X	
Examine/observe others				X	
Work quickly				X	
Concentrate amid distractions				X	

ACCEPTANCE AND AUTHORISATION

Employee

I have read and understand the requirements and expectations of the Position Description. I agree that I have the physical and cognitive ability to fulfil the inherent requirements of the position and accept my role in fulfilling the key responsibilities and corporate values. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Name: _____

Signature: _____

Date: _____

Authorising Officer

By signing below the Authorising Officer indicates their agreement with and approval of the position description.

Authorising Officer Name: _____

Position: _____

Signature: _____

Date: _____