

POSITION DESCRIPTION



Title:	Student Accountant
Position Number:	FN170
Classification:	Band 3
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:	Team Leader – Financial Analysis and Planning
Direct Reports:	Nil
Primary Internal Relationships:	<ul style="list-style-type: none">▪ Manager Finance and Rates▪ Financial Analysts▪ Finance Business Partner▪ Management Accountant▪ Responsible Managers▪ All Staff
Primary External Relationships:	<ul style="list-style-type: none">▪ Local Government Finance Professionals (FinPro)▪ External Auditors

POSITION OBJECTIVES

To assist in the provision of a range of efficient and effective accounting services, including financial analysis, budget preparation, rates and revenue collection, system maintenance and the preparation of periodic and ad-hoc financial management reports.

KEY SELECTION CRITERIA

- Currently studying towards formal qualification in Accounting.
- Strong interpersonal and communication skills including well developed customer service skills.
- Experience with spreadsheets and other Microsoft Office software and the ability to use relevant computer packages productively.
- High level numeracy skills and attention to detail.
- Proven ability to work effectively within a team and maintain confidentiality.

KEY RESPONSIBILITY AREAS

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- Provide ad hoc analysis and reports, under the guidance of the Manager Finance and Rates, to the Executive Leadership Team, Responsible Managers, Finance staff and Budget Officers.
- Participation in monthly business partnering meetings with Responsible Managers and Budget Officers.
- Assisting the Team Leader Financial Reporting with the development, planning and facilitation, co-ordination, compilation and preparation of the Council's annual and revised budgets.
- Assisting the staff responsible with the business administration of various Council associated entities including the Goulburn Valley Regional Library Corporation, Shepparton Regional Saleyards, GV Waste Resource and Recovery Group, Pine Lodge Cemetery Trust and Kialla West Cemetery Trust.
- Assist with the maintenance of the Council's financial accounting system (Authority) and the financial reporting system (Magiq).
- Assisting the Team Leader Financial Reporting with the preparation of annual financial statements, general ledger reconciliations and other duties as necessary.
- Providing administrative support to Finance and Rates staff, including inputting data into financial software, collating information, answering telephone/email queries.
- Participate in internal workshop groups including user groups and business process reviews.
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ACCOUNTABILITY AND EXTENT OF AUTHORITY

This position is accountable for:

- The achievement of agreed, specific performance objectives for the position.
- Effectively implementing relevant work programs.
- The adoption and implementation of safe working practises and procedures.
- Adherence to all relevant Council policies, procedures and the Greater Shepparton City Council Enterprise Agreement.

This position has the authority to:

- Subject to and within the framework of the provisions of relevant legislation and statutory requirements and Council's policies and procedures, the incumbent has the authority to carry out the duties and responsibilities of the position in accordance with established procedures, business rules and standards as approved by Manager Finance and Rates.

Judgement and Decision Making

- The use of resources.
- The selection of work practises appropriate and relevant to the job.
- The ability to solve issues as they arise.
- Advising management about issues which need specialist attention.

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

- Basic knowledge of the relevant procedures and processes used in an accounting environment in accordance with legislative requirements.
- Gain an understanding of the role and functions of the senior employees to whom they provide support, an understanding of the various functions and long term goals of the unit in which they work, and an appreciation of the goals of the wider organisation.

Management Skills

- Continuous improvement in performance and productivity.
- Be able to set, achieve and monitor own goals.
- Well-developed organisational and planning skills.
- An understanding and knowledge of information technology and its implementation.
- Be able to maintain a general awareness of current projects and processes and to recognise events which may impact upon these.
- Manage time and work program to deliver the required outcomes of the position.

Interpersonal Skills

- Excellent communication skills, both oral and written.
- Well-developed customer service skills.
- Excellent positive personal and professional presentation.
- Developed problem solving skills.
- Confidentiality and discretion are essential to the position.
- A commitment to teamwork.
- The ability to work to deadlines and under pressure.
- Be motivated to succeed in a competitive environment.
- Have the ability to assess changing trends.

QUALIFICATIONS AND EXPERIENCE

- Undertaking Tertiary qualifications in Accounting.
- Intermediate spreadsheet and work processing skills and the ability to use relevant computer packages productively.
- High level of numeracy skills and attention to detail.
- Commitment to ongoing professional development/training.
- Ability and preparedness to work in and contribute to a positive team environment with a focus on employee versatility and multi-skilling.

OTHER INFORMATION

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):

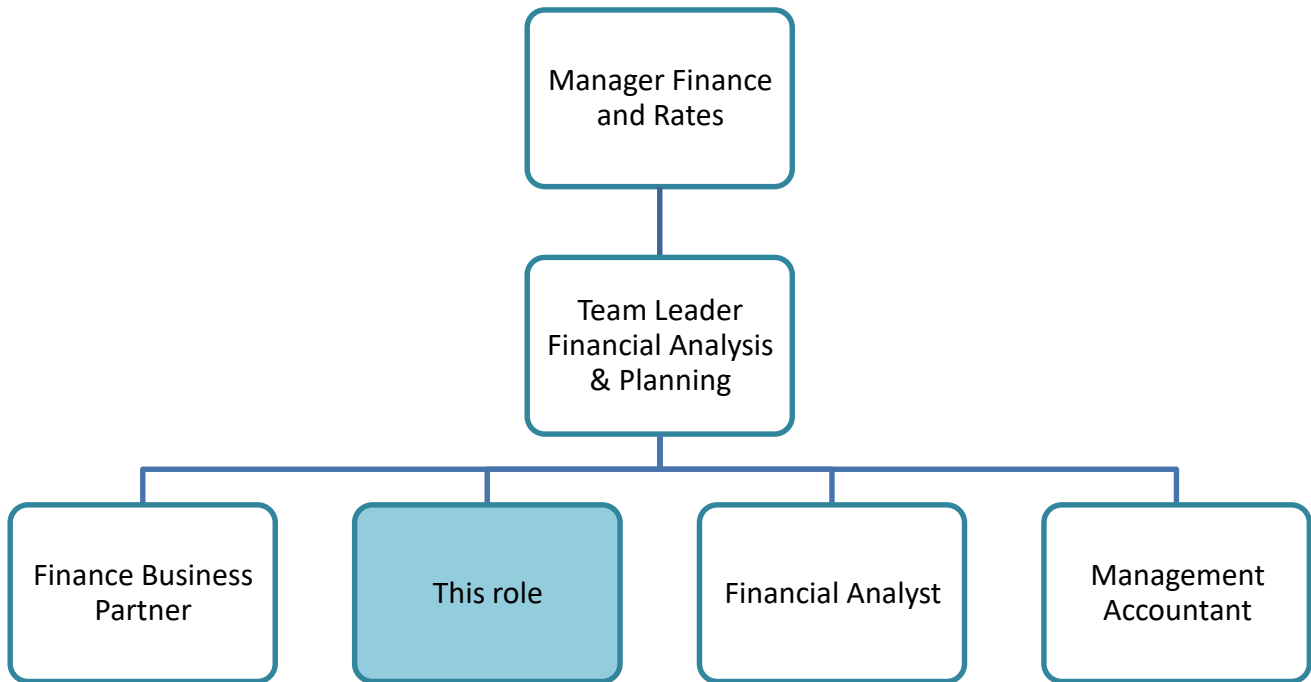
- Local Government Act 2020
- Occupational Health and Safety Act 2004
- Equal Opportunity Act 2010
- Greater Shepparton City Council Corporate Procedure – Employees Code of Conduct

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..



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.

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: _____