



Position description

Graduate Accountant

Position	Reporting relationships	Other key relationships
Graduate Accountant	Reports to Senior Accountant	Directors, Departmental Managers and other relevant staff. Community members.

Position overview

Reporting to the Senior Accountant, the Graduate Accountant is responsible for:

- Supporting the Finance and Rating Operations department with financial and management accounting services in the administration of Council's financial operations and ensuring compliance with the Local Government (Financial Management) Regulations 2011, the Local Government Act and Accounting Standards.
- Providing back up payroll function to the organisation
- It is expected that the incumbent will use his/her technical accounting and system skills with initiative and a can-do attitude that can be applied to produce accurate information within the required timeframe to ensure that all deadlines and reporting requirements are met with minimum supervision.
- Foster collaboration through the establishment of cross council relationships with departments in the business to gain in depth understanding of their allocated business areas.

Key outcomes

Responsibilities:

- Supporting the Finance and Operations Department including, but not limited to:
 - Bank Reconciliation
 - Accounts Payable
 - Accounts Receivable
 - Balance sheet reconciliations
 - Credit card internal control support
- Support in the preparation of annual financial statements and other statutory reports including:
 - Annual financial statements
 - External audit requirements
 - Annual and quarterly budgeted statements
 - Australian Bureau of Statistics and Grant Commissions returns
- Responsible for the backup of processing of payroll in a timely and accurate manner.
- Responsible for the lease and licence recharges within the organisation
- Establish relationships and work with department managers to understand their business, prepare reports, budgets and any other activities required
- Accurately maintain the general ledger and all sub ledgers, including monthly journal entries and accruals.
- Assisting with ensuring Council's asset registers are properly maintained with accurate financial asset information by collecting asset acquisition, disposal, consolidation and revaluation data and updating registers with that data
- Provide support in the day-to-day accounting and information system functions of the Accounting Team to ensure quality, timely and appropriate finance services are provided to stakeholders in line with team, group and organisational goals and objectives
- Delivery of Finance and related systems training programs
- Support with preparation of BAS and FBT returns and provision of taxation (GST and FBT) advice
- Provide assistance to the internal and external auditors for information as required
- Demonstrate our Values and behaviours.
- Work collaboratively with others to deliver services and to identify improvements to work practices and procedures.
- Comply with all relevant organisational codes, policies, procedures, guidelines and standards, and with the requirements of the Equal Opportunity Act 1984, Disability Discrimination Act 1992 (as amended) and all other associated legislation, including the Local Government Act.
- Report all risks identified in the course of undertaking the duties relevant to this position.

Work health, safety and wellbeing

- Contribute to a culture where everyone places safety first.
- Identify and report health and safety risks, accidents, incidents, injuries and property damage at the workplace.
- Take reasonable care to protect their own health and safety, and the health and safety of others.
- Use any equipment that is provided to protect their health and safety.
- Follow reasonable instructions given on health & safety and injury management.
- Comply with health and safety and injury management policies and procedures and actively participate in associated training and programs.

Special conditions

- DHS General Probity Employment Screening
- Some out of hours work may be required.

Qualifications (or demonstrated equivalent experience) – (E) denotes essential qualifications

- Tertiary qualification to degree level in Accounting (E)
- Current professional affiliation with appropriate body such as the CPA or ICAA (or willing to work towards/working towards)

Skills/capabilities

- Innovative and practical approach to problem solving and negotiation.
- The ability to plan, prioritise tasks and meet competing deadlines.
- Initiative and ability to work with minimum supervision.
- Demonstrated high level of personal integrity and ethics.

Experience – (E) denotes essential experience

- Demonstrated commitment to teamwork and the construction of a supportive work environment.
- Demonstrated high-level communication, influencing, interpersonal and presentation skills, together with resilience and persistence in conducting negotiations. Ability to establish and maintain effective communication channels across a broad range of internal and external providers.
- Highly developed verbal and written communication and interpersonal skills including the capacity to establish and maintain effective relationships with peers and stakeholders, deal professionally with the public and external agencies and work effectively in a team environment.
- Highly developed computing skills including MS Office Suite (Powerpoint, Word, Excel).

Knowledge – (E) denotes essential knowledge

- Sound knowledge of Australian Accounting Standards, the Local Government Act and the Financial Management Regulations

Organisational core competencies

- **Digital literacy** – ability to use the essential technology, devices and systems required for the role, or ability and willingness to learn this.
- **Communication**– Verbal: expressing ideas effectively in individual and group situations (including nonverbal communication); adjusting language or terminology to the characteristics and needs of the audience.
Written: expressing ideas clearly in documents that have written organisation, structure, grammar, language and terminology adjusted to the needs and characteristics of the audience.
- **Customer service** – ability to demonstrate a high level of customer care by providing professional, helpful, high quality service, before, during and after the customer’s requirements are addressed.
- **Resilience** – the ability to bounce back when faced with challenging circumstances or when things don’t go as planned.