

POSITION DESCRIPTION



POSITION TITLE:	Senior Financial Accountant
DEPARTMENT:	Financial Strategy
POSITION HOLDER:	Vacant
REPORTS TO:	Manager Financial Strategy
TERM OF EMPLOYMENT:	Full Time
APPROVED BY:	Director Corporate & Organisational Performance
DATE:	June 2026
CLASSIFICATION:	Band 7 in accordance with the Buloke Shire Council Enterprise Agreement

POSITION OBJECTIVE:

- Act as the main point of contact in relation to Council's capital works financial management, reporting on project completeness and ensuring correct capitalisation of assets.
- Assists Manager Financial Strategy and Co-ordinator Financial Strategy in day-to-day financial management as well as supports in the development of the Annual Budget and preparation of Annual Financial Statements.
- Supporting the Contracts and Procurement Officer by learning and applying procurement policies, guidelines as well as general administration work.

KEY RESPONSIBILITIES AND DUTIES:

- Assist in the production of accurate, relevant and timely monthly Council financial performance reports.
- Develop and encourage understanding of financial reports with non-financial staff across departments.
- Assist with the development and implementation of management accounting and budgeting procedures and methodologies.
- Liaise with other departments to assist in the timely and accurate provision of financial and strategic information for budgeting, statutory reporting and the provision of joint departmental reports and submissions to Council.
- Produce accurate, relevant and timely monthly actual to budget performance reports for capital projects.
- Produce accurate grant funding acquittals as determined by funding bodies.
- Assist with coordination of internal and external audit processes, including the implementation of audit recommendations.
- Prepare, reconcile and monitor all capital projects on-costs and internal charges.

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- Assist in maintaining fixed assets and assets register functions as directed by Manager Financial Strategy.
- Ensure all month end procedures, including adjusting general ledger reconciliations are undertaken accurately and on time as directed by Manager Financial Strategy.
- Assist with the compliance of all financial statutory and government policy requirements as related to capital projects.
- Recommend any appropriate contemporary technology and software solutions to enhance the efficiency and effectiveness of the financial systems and processes to Manager Financial Strategy for consideration.
- Provide advice to members of the Asset Management department on suggested improvements to work practices relating to project financial management.
- Coordinate the development and enhancement of the annual budgeting processes including capital projects from concept initiation.
- Undertake special projects as directed by Manager Financial Strategy from initial concepts through to total implementation.

ORGANISATIONAL ENVIRONMENT:

Reports to: Manager Financial Strategy

Directly Supervises: Nil

Internal Liaisons: Manager Assets, Manager Facilities and Projects, Manager Works, Asset System Analyst, Senior Engineer, Civil Engineer, Capital Projects Officers, Payroll/Accounts Payable Officer, Manager Governance, Co-ordinator Financial Strategy

External Liaisons: Contractors, Auditors, Consultants

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Resource management – freedom to act set by policies, objectives & budgets, regular reporting
- Specialist advice to or regulate clients – freedom to act subject to professional and regulatory review
- Have input into policy development
- Accountable for the operation of financial and accounting services within the limits of Council's policy, established budgets and statutory requirements.
- Accountable for the End of Year production of Financial Statements in accordance with the Local Government Act and Australian Accounting Standards.
- Responsible for input into the development of policies and procedures.
- Freedom to act and make decisions governed by policies and objectives with regular reporting to ensure achievement of goals and objectives. Work may be subject to review by Professional bodies such as Internal and External auditors, Victorian Grants Commission and other funding agencies.
- Decisions or actions taken may have a significant impact on the program being managed.

- Demonstrated commitment to support and embrace a continuous improvement environment and culture within the organisation.
- Exercising judgment in prioritising the workload undertaken and be responsible for managing time accordingly.
- Achievement of the performance plan, the business plans and budget commitments.
- The effect of decisions and actions taken on capital projects (during initiation, commencement and completion) may be significant, and such decisions and/or actions are always subject to review by the Manager Financial Strategy.
- High level of ethical awareness in relation to confidential & private information.

JUDGEMENT AND DECISION MAKING:

- Most appropriate method, systems and process utilised must be based on Council's adopted plans and policies, and Australian Accounting Standards. These documents, combined with accounting experience and knowledge, will be applied in problem resolution.
- Investing Council's surplus cash funds.
- Production of Annual Statement of Accounts.
- Other matters as they relate to the operations and stewardship of Council's Financial matters.
- Review of financial policies and administrative procedures and implement changes, as required so that they always comply with relevant accounting standards.
- Determination of costings to the general ledger.
- Work is of a specialised nature.
- Guidance and advice may not always be available within the organisation. This position has the flexibility to source information from external bodies in order to make decisions and implement outcomes based on that advice.
- Make independent decisions in accordance with established policies, procedures and legislation.

SPECIALIST SKILLS AND KNOWLEDGE:

- Proficiency in the application of a theoretical or scientific discipline – in search of solutions to new problems/opportunities
- Analytical & investigative skills in policy formulation
- Knowledge & familiarity of principles & practices of budgeting & accounting/financial procedures
- Understanding of long term goals of wider organisation

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- Sound knowledge and understanding of accounting practices, concepts and standards, and Victorian Grants Commission requirements.
- Sound knowledge and understanding of:
 - The financial provisions of the Local Government Act 1989;
 - Australian Accounting standards and concepts;
 - Internal control procedures;
 - Budgeting techniques;
 - Spreadsheet applications;
 - Administrative procedures;
 - Internal financial reporting;
 - Goods and Services Taxation (GST) legislation;
 - Fringe Benefits Taxation (FBT)
 - Accounting for Infrastructure Assets
- Understanding of the Long Term Financial Plan as it relates to the organisation.
- Understanding of relevant policies, procedures and systems.
- Sound understanding of International Australian Accounting Standards (AASB) as they apply to Local Government.
- The ability to communicate both verbally and in written form, in a concise and logical manner.
- The ability to plan one's workload and gain the co-operation of other staff to achieve the positions objectives.
- Ongoing development of skills and knowledge through attending professional development programs and taking a proactive approach to continually improving skills and abilities.
- An understanding of and experience in applying workplace health and safety practices in the workplace.

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.
- Ability to initiate improvements to Financial Accounting processes and computerised accounting procedures and techniques.
- Ability to identify and then solve problems through discussion and teamwork.
- Ability to adapt to changes in the work area.
- The ability to work cooperatively in a multi-disciplinary team environment.

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- Understanding of, and ability to implement personnel practices including equal opportunity and health & safety, training and development.
- Ability to identify key opportunities and develop and implement strategies to achieve objectives and goals.

INTERPERSONAL SKILLS:

- Well-developed verbal and written communication skills.
- Excellent customer service skills.
- Ability to gain co-operation and assistance from clients and other employees.
- Ability to discuss and resolve organisational problems relating to Council's finance, including creating relevant networks of peers across the industry and being involved in regular communication with them.
- The ability to work as an effective member of a team to maximise the effectiveness and efficiency of the team.
- Ability to lead and influence others with skills to motivate, coach and mentor in order to achieve agreed outcomes.
- Ability to promote and effectively manage change to the organisation in relation to business initiatives.
- Proven record of making a positive contribution in a cooperative environment and establishing positive working relationships

QUALIFICATIONS AND EXPERIENCE:

- Tertiary qualifications in Accounting, or Business and either CPA or CA membership combined with substantial experience.
- Sound understanding of the Australian Accounting Standards (AASB) as they apply to Local Government.
- Substantial experience in working with sophisticated financial systems.
- Sound knowledge and understanding of budgeting techniques.
- Sound understanding of the financial/rating provisions of the Local Government Act 1989.
- Sound knowledge and understanding of Accounting for Infrastructure Assets.
- Demonstrated excellent customer service skills.

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ORGANISATIONAL RESPONSIBILITIES:

- At all times, behave in a manner consistent with Council's Code of Conduct and human resource policies and guidelines (including Council's Bullying/Equal Opportunity/Discrimination/Sexual Harassment policy).
- Ensure compliance to relevant OHS regulatory requirements and implement, promote and maintain Council's OHS and Return to Work policies, procedures, training programs and initiatives
- Ensure compliance to relevant regulatory or legislative requirements; including but not limited to Information Privacy and Freedom of Information.

CHILD SAFE STANDARDS:

- The Buloke Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.
- All staff must adhere to Council's Child Safe Policy and procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

VARIATIONS TO CONDITIONS OF EMPLOYMENT:

The position description, which includes conditions of employment, your duties and your working location may be varied by Council from time to time during your employment.

ANNUAL PERFORMANCE REVIEW:

Every staff member is required to actively participate in the annual performance review/appraisal process with their supervisor.

KEY SELECTION CRITERIA:

- Bachelor's degree in accounting and several years relevant working experience, inclusive of time working towards attainment of a CA/CPA qualification (or willingness to obtain).
- Ability to communicate clearly and concisely verbally and in writing.
- Quick learner, capable of absorbing and relaying technical information to key stakeholders.
- Strong organisational and time management skills and attention to detail with ability to manage multiple projects.
- Team player who is proactive, self-directed and assumes accountability and responsibility for own performance and output.
- Strong working knowledge of Microsoft Office applications, particularly Excel, with ability to quickly acquire skills in new technology.
- A current Victorian driver licence is essential.
- Satisfactory National Police Records check.

VERIFICATION:

This section verifies that the position holder and supervisor/s have read the above position description and are satisfied that it accurately describes the position.

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Agreed by:
Jenna Allan
Director Corporate & Organisational Performance
Date

Agreed by:
Salomme Menezes
Manager Financial Strategy
Date

Agreed by:
Vacant
Financial Accountant
Date