

## Position Description

### Assistant Financial Accountant (Compliance/Processing)

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** February 2018

#### Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 3 Level 2
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Position limit within salary system: (20 Grade structure)	Grade 12 – Entry to Step 4
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Status of position:	Permanent
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Hours of work per week:	35
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#### Organisational relationships

Directorate:	Corporate and Governance
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Section:	Finance and Supply
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Team:	Financial Accounting
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Work base:	Grafton
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Position responsible to:	Financial Accountant
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Level of support and supervision:	Moderate
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Level of personal management	High
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Level of teamwork required:	High
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Supervision of staff:	5 staff (responsible for Payroll & Accounts Payable Officers)
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Internal contacts:	All Council Sections and employees Minimal contact with Councillors
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External contacts:	Contact with public and organisations No contact with ratepayers
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**Vision, mission and values**

<b>Our vision:</b>	To make the Clarence Valley a community full of opportunity
<b>Our mission:</b>	To plan and deliver services valued by the community
<b>Our values:</b>	the acronym ' <b>STRIVE</b> ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



<b>Our Values and Behaviours</b>	
<b>Safe</b>	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
<b>Teamwork</b>	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
<b>Respect</b>	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
<b>Integrity</b>	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
<b>Value</b>	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
<b>Engagement</b>	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

### Physical requirements of the position

Frequent use of computer keyboard

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Frequent sitting for long periods

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### Purpose of the position

To ensure all payments made to Council employees are made in a timely manner and in accordance with Council's Enterprise Agreement and Award entitlements, legislative requirements and Council's agreed employment policies.

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To ensure all payments made to Council suppliers are made in a timely manner and in accordance with Local Government Financial Management Regulations and Council's Internal Accounting Procedures.

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Assist the Financial Accountant with the completion of Council's Annual Financial Reports in accordance with all relevant Accounting Standards and the NSW Local Government Code of Accounting Practice and Financial Reporting, and the Local Government Act 1993.

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To provide accurate and timely information and advice in relation to GST matters of Council.

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### Major duties and responsibilities

Supervise, mentor and support the staff reporting to the position.

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Oversee the payment of Council's suppliers and customers ensuring that the provisions of Council's Sustainable Procurement Policy and Purchasing & Tendering Procedure are met.

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Ensure Council's Accounts Payable ledger and Payroll control accounts are reconciled to Council's general ledger on a fortnightly basis.

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Maintain the integrity of Council's Accounts Payable ledger and Payroll masterfiles by ensuring that all amendments to supplier accounts/employee records are appropriately updated and authorised, and a full audit trail of amendments and payments is kept.

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Ensure sundry payments are accurate and paid in a timely manner, i.e. holiday parks, pool contractors, loan payments, utility and fuel invoices and other legislative payments.

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Ensure all contract payments are made in accordance with contract terms, including the Building & Construction Industry Security of Payment Act 1999.

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In consultation with Council's Coordinator Business Solutions test all system upgrades that impact on the Finance One Accounts Payable Module and Payroll Module and confirm acceptance of these enhancements prior to upgrade being implemented in Finance System Production database.

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Oversee the payment of Council employees ensuring that timesheets are submitted, appropriately authorised and costed, and that all payments are made in accordance with Award entitlements, Enterprise Agreement and Council agreed policies and employment contracts.

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Ensure plant hire included on timesheets, payroll costs and oncosts are processed accurately and costed to valid ledger accounts on a fortnightly basis.

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### Major duties and responsibilities

Liaise with the People Culture and Safety Unit to ensure that all employees receiving workers compensation are appropriately identified, costed and paid in accordance with workers compensation entitlements as advised by the People Culture and Safety Unit. Submit Wages Reimbursement Schedules (WRS) to Insurer and reconcile all Workers Compensation claims.

Prepare Electronic Funds Transfer to pay Council employees using CommBiz on a fortnightly basis ensuring all appropriate authorities are in place prior to releasing payment.

Ensure all employee leave records are updated as leave is granted/taken and report on Employee Leave Entitlements as required.

Calculate variations to allowances, back pays and entitlements of employees in accordance with Awards, contracts and agreements.

Calculate all employee termination payments ensuring all payments are made in accordance with Award entitlements, legislative requirements and employment contracts.

Prepare, reconcile and remit monthly superannuation transfer of funds to the appropriate employee super funds.

Issue/submit appropriate superannuation documents for superannuation funds on employee termination and submit to Superannuation funds by required deadlines.

Maintain employee superannuation records in HR/Payroll System and reconcile all employee superannuation records on a monthly and annual basis.

Calculate Executive and Manager Remuneration Contracts and annual reconciliations.

Ensure all necessary employment forms are completed by employees and submitted to appropriate authorities, including but not limited to Employment Separation Certificate and ETP Payment Summary.

Prepare and reconcile Annual Payment Summaries and ensure they are distributed to employees within the legislative period, i.e. 2 weeks of financial year end and the annual reconciliation is sent to the ATO by the required deadline.

Review, develop, maintain and update Council's internal accounting procedures and systems as they relate to Accounts Payable and Payroll.

Prepare and submit monthly Payroll Tax Return & annual reconciliation

Complete all end of financial year accruals for payroll and accounts payable.

**Essential selection criteria**

*The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.*

**Education and knowledge**

Advanced Diploma in Accounting/Finance; **or** equivalent relevant industry experience

**Licences/tickets, clearances, membership**

Current Drivers Licence

**Experience**

A sound knowledge of and demonstrated experience in the implementation and interpretation of Award based payroll/Enterprise Agreements, PAYG, GST and Superannuation legislation

Demonstrated understanding of accounts payable procedures

Demonstrated experience in management and supervision of staff

**Position related skills**

Demonstrated data analysis skills

Sound computer literacy in email and internet programs and Intermediate proficiency in Microsoft Excel and Basic proficiency in Word

Demonstrated well developed written and verbal communication skills

Demonstrated ability to meet deadlines and to coordinate resources

**Work qualities**

Behaviour that positively demonstrates commitment to Council's STRIVE values

**Desirable selection criteria**

*The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.*

**Education and knowledge**

Tertiary qualifications in Finance/Accounting

**Experience**

Demonstrated accounts payable experience

Demonstrated experience in the operation of Technology One HR/Payroll System

Ability to interpret and implement legislative requirements of the position

**Other features of this position may include**

Not applicable

**Generic performance requirements**

**Ethics/probity** – act in accordance with the Code of Conduct.

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**Equal employment opportunity** - comply with Council's Equal Employment Opportunity (EEO) Protocol.

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**Health and safety (WHS)** - undertake duties and act at all times in accordance with the WHS Management System.

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**Other duties (outside of specific position requirements)** - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

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**Declaration**

In signing this declaration I acknowledge that I, .....  
have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.

Signed: ..... Date .....  
*Employee*

Signed: ..... Date .....  
*Senior Coordinator People, Culture and Safety*

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