

POSITION DESCRIPTION
Assistant Financial Accountant
(POS1036)

Directorate:	Corporate Support	Department:	Financial Management & Reporting
Position Grade:	11	Reports to:	Accountant (Assets and Tax Compliance)
Last review:	August 2024	Next review:	Version No.: 1

Position purpose:

To support and assist the Accountant Assets and Tax Compliance in the maintenance of Council's financial systems, taxation and statutory compliance. The position is also responsible for the maintenance of Council's asset register.

Key accountabilities/responsibilities:

Responsible for:

- 1) Monthly maintenance of Council's asset register including acquisition, disposal, and calculation of gain or loss on disposal and reconciling the asset subsystem to the General Ledger control accounts.
- 2) Maintaining the Cash Book and performing the bank reconciliation.
- 3) Assist the Accountant (Assets and Tax Compliance) in the preparation of notes for year end annual financial statements.
- 4) Assist the Accountant (Assets and Tax Compliance) in the preparation of the annual Fringe Benefits Tax return and the monthly Business Activity Statement (BAS return).
- 5) Prepare monthly return for Plan First and Long Service Levy receipts.
- 6) Assist the Accountant (Assets and Tax Compliance) in maintaining Council's financial system including review of Income and expenditure account coding, opening of General Ledger accounts.
- 7) Reconciliation of various General Ledger clearing accounts including wages suspense, Long Service Leave clearing account, superannuation clearing, corporate credit card clearing etc.
- 8) Preparing and processing of general journals adjustments.
- 9) Responsible for the daily General Ledger edits and ensuring interface with subsidiary systems performed in timely and accurate manner.
- 10) Independent checking of creditors payment.
- 11) Assisting the Accountant (Assets and Tax Compliance) and Accountant (Financial Operations) with ad-hoc projects as required.

Decisions referred:

The position has no formal delegation of authority. Posting General Ledger Journals referred to the Accountant (Financial Operations) and to the Accountant (Assets and Tax Compliance).

Key issues/challenges:

- 1) Maintenance of Council's Assets Register, including purchases and disposal of assets.
- 2) Reconciliations of General Ledger control accounts including bank, fixed assets and wages clearing.
- 3) Preparing and completing Annual Fringe Benefits Tax (FBT) return to draft stage.
- 4) Preparing and completing monthly Business Activity Statement (BAS) to draft stage.

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- 5) Daily interface of Pathway receipting and debtor's subsystem to Technology One General Ledger.
- 6) Reviewing and uploading fortnightly payroll transactions to Technology One General Ledger.
- 7) Maintaining and reconciling General Ledger petty cash and change floats to custodian confirmation certificates.
Assisting with the completion of Annual Financial Statements.

Key working relationships:

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| <ul style="list-style-type: none"> • Accountant (Assets and Tax Compliance) • Accountant (Financial Operations) • Manager Financial Management • Financial Management team
Payroll Coordinator | <ul style="list-style-type: none"> • Learning, Development and Equity Co-ordinator • Senior Coordinator Plant / Fleet & Depot • Internal Audit team • External Auditors, Australian Taxation Office,
Australian Bureau of Statistics • Council's Taxation adviser |
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POSITION SPECIFICATION

ESSENTIAL CRITERIA

Qualifications/Licences

- Degree in Business or Finance (Majoring in Accounting)

Experience

- Experience in Financial Accounting and Reporting
- Experience in maintaining Asset Register including Property Plant and Equipment (PP&E) and infrastructure assets
- Experience in General Ledger accounts reconciliation including bank reconciliation and wages clearing
- Experience in completing Business Activity Statement for a monthly remitter of GST
- Experience in collating, preparing and completing Fringe Benefits Tax return for various types of benefits including Car, Expense payment, Entertainment, Car Parking, Residual, Loan and Housing benefits

Knowledge and Skills

- Effective verbal and writing communication skills
- Drafting Accounting Policies and Procedures
- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity

DESIRABLE CRITERIA

- Experience in Local Government Accounting
- Experience in Technology One Financial System and GEAC Pathway and Excel
- Experience of preparing primary financial statements from a General Ledger trial balance
- Reviewing GST status of fees and charges within Statement of Revenue Policy for a Council

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous