

Project Officer – Financial Systems

Position Description

Directorate	Corporate Services and Asset Management	Department	Financial Services
Reports To	Principal Systems Accountant	Direct Reports	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	City of Moreton Bay Certified Agreement 2025 EBA6 Wage Level	Schedule 1, Level 4

Position Purpose

This position will provide support and assist in coordinating the delivery of all Financial Systems related initiatives and the Enterprise Resource Planning (ERP) transformation project.

Key Responsibilities and Outcomes

As a Principal Systems Accountant and member of the Systems Accounting Team you will:

- Support the Financial Systems Team in the planning, coordination, and delivery of financial systems initiatives and the broader ERP transformation program.
- Assist with project scope development, planning, scheduling, budgeting, resource coordination, and milestone tracking.
- Contribute to the preparation of project briefs, business cases, project plans, and stakeholder engagement activities.
- Monitor project progress and assist with reporting, risk management, issue resolution, and change management activities to ensure successful project outcomes.
- Prepare project documentation and collate supporting information to ensure compliance with Council's governance, reporting, and audit requirements.
- Develop and maintain effective project reporting frameworks and status reporting mechanisms for key stakeholders.
- Support the maintenance of project registers, including risks, issues, actions, decisions, and benefits realisation activities.
- Build and maintain strong working relationships with internal and external stakeholders to support successful project delivery.
- Assist with developing, reviewing, and maintaining procedures, process documentation, and user guides for Council's integrated financial management systems.
- Facilitate communication between departments, project teams, vendors, and key stakeholders as required.
- Assist in prioritising and managing initiatives to ensure customer expectations are managed and initiatives completed in a timely manner.

- Contribute to the development of team capability and foster a culture of continuous improvement, collaboration, customer service, and high performance.
- Undertake other duties and responsibilities as reasonably required and consistent with the role.

Our Values

Our values:
guiding how we
work and shaping
our future.



Decision Making

<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Knowledge and experience in project delivery, financial systems, ERP implementations, or related fields.
- Experience supporting ERP implementation, financial system upgrades, process redesign, or digital transformation initiatives.
- Experience in developing project plans, reports, business process documentation, and briefs for senior stakeholders.
- Understanding of risk management, business process improvement, and organisational transformation initiatives.
- Demonstrated analytical, problem-solving, and ability to manage projects or initiatives simultaneously.
- Excellent time management skills and the ability to manage conflicting priorities and meet deadlines.
- Strong people and relationship management skills with the ability to work in a positive team environment communicating and engaging effectively at all levels.
- Excellent written and verbal communication skills.

Qualifications

- Diploma or Degree qualification in Project Management, Business, Finance, Accounting, Information Systems; or significant relevant experience in financial systems, business improvement, ERP projects, or project management.
- Current 'C' class driver's licence.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.