

Position Description

Senior Financial Accountant

Position profile

Business Unit	Finance	Position number	
Department	City Performance	Status	Full Time Permanent
Salary group		Date endorsed	
Reports to	Financial Performance Manager		

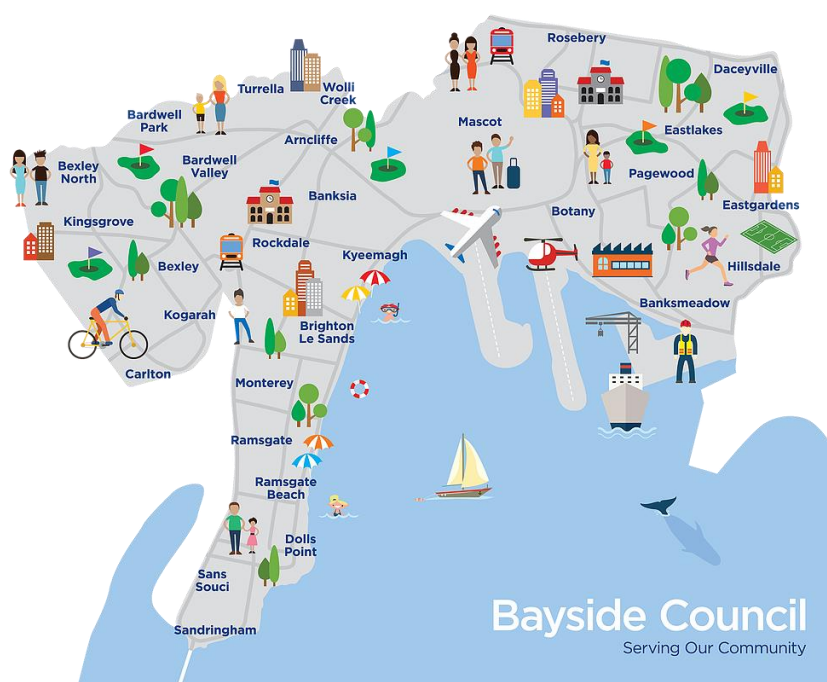
Overview

Bayside Council is an exciting place to work, live and play. The Bayside Council area covers approximately 50 square kilometres and over 160,000 people call Bayside home.

Bayside Council is the gateway to Sydney's south. With significant state infrastructure within our boundaries and key transport corridors between Port Botany, Sydney Airport and greater Sydney, change is everywhere and so are the opportunities.

By working together, we are making a difference across our Council, creating a great future.

This is an exciting opportunity for an innovative, customer centric and outcomes focused individual to be part of a modern, dynamic organisation that serves the Bayside community well.



Values

The following values were developed by Bayside Council employees and underpin our shared commitment in delivering our vision for the future.

The values guide us and define how we strengthen our working environment to deliver on the aspirations of our community.

- **Visionary Leadership** - We are all leaders - decisive, outward focused and forward thinking, setting the vision for Bayside Council today and into the future
- **Empowered People** - We are courageous and innovative - committed to making a difference in our work
- **Meaningful Relationships** - We support and invest in each other - creating a strong collaborative culture
- **Exceptional Service** - We go above and beyond - delivering an outstanding customer experience every time

Primary purpose of the role

Reporting to the Financial Performance Manager, this role will have oversight responsibility over Council's key finance functions, such as financial accounting, financial reporting, external audit, and financial services which includes accounts payable, rates and revenue management, debt recovery and statutory compliance.

In addition to this, the role will play a key role in fostering a continuous improvement team environment that values people and diversity, with the capacity to develop plans, systems and projects to achieve team objectives.

Key accountabilities

Within the area of responsibility, this role is required to:

- Effective Supervision and development of the team including identifying and developing opportunities to enhance the teams capabilities to support finance functions and financial system management policies, protocols and controls.
- Managing the complete month-end process to ensure compliance with deadlines in addition to producing high quality working papers and reconciliation to support ledger balances.
- Performing monthly P&L and Balance Sheet reviews and preparing documents to support management and executive reporting.
- Preparing tax compliance reports including periodic BAS reporting and FBT reporting.
- Review and reconcile payroll.
- Prepare annual Council financial statements and liaise with Audit Office to finalise and publish statements.
- Ensuring compliance of statutory accounts with all relevant accounting standards including the analysis and implementation of new accounting standards.
- Complete a range of other accounting tasks and processes that include chart of accounts maintenance and capitalisation of assets as well as preparation of journals and trial balance.
- Review of investment reports, daily bank reconciliations and investment approvals.
- Oversight over Accounts payable function to ensure that creditors and employees are paid accurately and on a timely basis.
- Focus on continuous improvement.
- Ad-hoc analysis and reporting as required.
- Maintaining open communication and ensuring active collaboration amongst cross-divisional stakeholders.

- Promote a positive and collaborative culture through open, fair and transparent decision making and work in collaboration with key stakeholders to achieve business unit goals, work requests, demands and Council priorities.
- Supervises staff, delegating duties as required.
- Demonstrating effective leadership by ensuring the priorities of the organisation are clearly communicated, up to date context regularly provided and information disseminated relating to individual roles on a timely basis to help create an engaged team.

Key challenges

- Dealing with issues in a manner that maintains confidentiality and discretion.
- Maintaining accuracy and attention to detail in an environment of competing priorities and expectations.
- Identifying and resolving issues related to service delivery.
- Fostering a continuous improvement mindset and leverage leading practice processes that enable excellence
- Operating as a true business partner to the rest of Council, driving insights and supporting decision making
- Ensuring effective execution and efficiency in all key activities
- Delivering value for all stakeholders in an ethical, social and environmentally responsible manner.

Role Dimensions

Decision Making



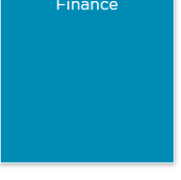
- The role is accountable for the delivery of initiatives and activities on time, and to meet expectations in terms of quality, deliverables and outcomes.
- Accountable for implementing the decisions made by the governing body, General Manager and Directors of Council.
- Guided by Council-agreed strategic plans, statutory guidelines and relevant legislation.
- Determine day-to-day priorities in line with agreed team work plan and approved budget and Council plans.

Essential Requirements

- Degree in Accounting or Commerce.
- 5 years' experience in a similar role
- Post tertiary professional qualification (CPA, CA, or CIMA).
- Superior leadership skills and an ability to motivate and lead a team of people.
- Strong communication skills, both written and verbal.
- Project, budget and resource management skills.
- Relationship management skills.
- Ability to work to tight reporting deadlines and prioritise workload
- High degree of flexibility and ability to deal with change, growth and pressure.

Competency summary

Below is the full list of competencies adapted from the NSW Public Sector Capability Framework and the level required for this role. The competencies in bold are the focus competencies for this role. Refer to the next section for further information about the focus competencies.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Intermediate
 Finance	Taxation	Level 2
	Finance Operations and Systems	Level 2

Focus Competencies

The focus competencies for the role are the competencies in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Adept	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way and encourage others to do so • Demonstrate professionalism to support a culture of integrity within the team/unit • Set an example for others to follow and identify and explain ethical issues • Ensure that others understand the legislation and policy framework within which they operate • Act to prevent and report misconduct, illegal and inappropriate behaviour
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering high quality customer-focused services • Understand customer perspectives and ensure responsiveness to their needs • Identify customer service needs and implement solutions • Find opportunities to co-operate with internal and external parties to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant stakeholders within the community
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Business Enablers Finance	Intermediate	<ul style="list-style-type: none"> • Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending • Take account of financial and budget implications, including value for money in planning decisions • Present basic financial information to a target audience in an appropriate format

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Understand financial audit, reporting and compliance obligations and the actions needed to satisfy them Display an awareness of financial risk and exposure and solutions to address these
Business Enablers Procurement and Contract Management	Intermediate	<ul style="list-style-type: none"> Understand and comply with legal, policy and organisational guidelines and procedures in relation to procurement and contract management Conduct delegated purchasing activities, complying with prescribed guidelines and procedures Work with providers, suppliers and contractors to ensure that outcomes are delivered in line with time and quality requirements
People Management Manage and Develop People	Adept	<ul style="list-style-type: none"> Define and clearly communicate roles and responsibilities to achieve team/unit outcomes Negotiate clear performance standards and monitor progress Develop team/unit plans that take into account team capability, strengths and opportunities for development Provide regular constructive feedback to build on strengths and achieve results Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way Monitor and report on performance of team in line with established performance development frameworks
Taxation	Level 2	<ul style="list-style-type: none"> Interpret and apply existing Federal and NSW State taxation laws (including income, CGT, GST, FBT, payroll and reporting requirements) Analyse the financial records, activities and other relevant circumstances of the organisation and identify the applicable taxation impacts Review accuracy and completeness of taxation submissions, lodgements and assessments Provide reliable and appropriate advice on a range of more complex taxation matters and interpretations Complete and document research into taxation implications, and analyse alternative courses of action

Corporate Obligations

Budget	Council adopted budget for financial year.
Delegations	Decisions associated with this position are to be made in accordance with the Delegations of Authority approved by the General Manager.
Risk Management	Contribute to Council's risk management framework.
Integrated Management Systems	Continually review policies, procedures & processes to increase organisational effectiveness and efficiency and create a culture of innovation and continuous improvement.
Workplace Health and Safety	<p>Workers have overall responsibility, accountability and authority to ensure their workplace is a healthy and safe workplace for all workers and will have the following work health and safety (WHS) responsibilities:</p> <ul style="list-style-type: none"> • Participate in the implementation of WHS information within Council's Safety Management System (SMS) • Participate in consultation of WHS issues in their area of responsibility and WHS reporting, risk assessment and incident investigations • Develop the necessary knowledge and skills to effectively enable you to carry out your WHS responsibilities that are assessed through KPIs noted in your Individual Work Objectives • Wear personal protective equipment and follow safe work procedures, where relevant • Report all hazards, near misses, and incidents as soon as practical to Manager, Coordinator or Team Leader and no later than 24 hours following the event, and • Participate in incident investigations and risk assessments within 24 hours of notification. <p>INDOOR EMPLOYEE:</p> <p>To be aware of appropriate procedures in relation to safe manual handling techniques when undertaking work tasks, including:</p> <ul style="list-style-type: none"> • Lifting/moving files, storage boxes etc, • Moving equipment for set up and storage, • Moving tables and chairs for meetings or training, • Sitting and working posture when in meetings and at the workstation.
Code of Conduct	All staff are required to adhere to the Code of Conduct and associated policies, including, but not limited to Gifts and Benefits policy; Secondary Employment policy; Public Interest Disclosure policy; and Bullying & Harassment Prevention policy.
Customer Service	Provide quality customer service to external and internal customers in accordance with Council's values, policies and procedures.
Records Management	Comply with Council's Records Management policies, procedures and guidelines.

Disclosures of Interest	Disclose pecuniary interests (if a designated person in accordance with s 441 of the Local Government Act 1993).
Equal Employment Opportunity	Comply with EEO based legislation and Council's policies, procedures and guidelines.

HUMAN RESOURCES USE	
Does this position fall under the definition of child related employment?	No
Does this position requires incumbent to have their qualifications checked?	Yes
Does this position require incumbent to undergo criminal reference check?	Yes
Does this position require incumbent to demonstrate good driving record or possess a specific licence?	No
Specify licence:	
Will incumbent need to make disclosure of pecuniary interest?	Yes
Could there be a conflict of interest with secondary employment?	Yes