

# Careers @ Bayside

## Financial Accountant

- Full Time Permanent position (35 hours per week)
- Enjoy a Flexi Day Off every fortnight
- Excellent opportunity to grow your career

### Our team

At Bayside Council, we are committed to a positive, flexible and supportive workplace culture, where our people and customers feel respected and valued. We are proud to serve our community through operating with transparency, integrity and in the best interests of the Bayside community to deliver exceptional service.

The City Performance directorate underpins the delivery of service excellence by providing expertise in financial services, procurement, governance, customer experience, property services and business technology.



30 minutes to  
and from the city



flexible for the  
family



optimise  
your wellbeing



help shape a  
community

### About the role

Provide accurate, timely, compliant, and transparent financial information, analysis and advice to support informed business decision making by the Executive, Leadership Team and other stakeholders.

The role is responsible for the timely delivery of all financial accounting services to meet Council business needs, financial objectives and statutory reporting requirements.

## About you

The successful candidate will be required to:

- Assist to prepare annual Council financial statements and liaise with Audit to finalise and publish statements.
- Complete a range of accounting tasks and processes that include month-end close, general ledger reconciliations, chart of accounts maintenance and capitalisation of assets as well as preparation of journals and trial balance.
- Coordinate the stores & inventories subsidiary ledger, including the coordination of the six monthly stocktake, to ensure accurate and prompt reporting.
- Maintain and update relevant systems databases to ensure accuracy and integrity of data sets, protocols and controls.
- Maintain up to date knowledge of relevant international and Australian accounting standards and practice, legislation, council policies and prescribed corporate and external reporting frameworks.
- Promote a positive and collaborative culture and values of the organisation through open, fair and transparent decision making and ethical, professional behaviour.
- Work in collaboration with and assist the team, manager and other key stakeholders to achieve business unit goals, work requests, demands and Council priorities.

We are looking for someone who demonstrates the following:

- 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.
- Identifying and resolving issues in a timely and customer focused manner and which meets reporting obligations.
- Delivering value for all stakeholders in an ethical, social and environmentally responsible manner.

## Our benefits and culture

As an organisation, we pride ourselves in offering a flexible working environment centred on delivering great outcomes for our customers, whether internal or external. The Finance team have a strong culture of collaboration and delivering exciting new initiatives.

On top of the competitive salary, our people enjoy:

- 9 days work in a fortnights
- 3 extra days off during Christmas each year
- 15 days sick leave each year.
- 2 days health and wellbeing days each year
- Generous parental leave entitlements for both parents

## Apply now

Your application should include an up-to-date resume (max 3 pages) and a covering letter (max 2 pages), outlining how your skills and experience meet the focus competencies, key accountabilities and challenges of the role outlined in the position description.

Applications must be submitted by email to [recruitment@bayside.nsw.gov.au](mailto:recruitment@bayside.nsw.gov.au) with the subject line: **F23/388 – Financial Accountant**

**Closing Date:** Wednesday 6<sup>th</sup> September, 2023

**Enquiries:** Luke Phillips at [Luke.Phillips@bayside.nsw.gov.au](mailto:Luke.Phillips@bayside.nsw.gov.au)

*Council is committed to the health and safety of its employees and addressing risks of COVID-19 in the workplace. Council's COVID-19 Vaccination Policy requires all workers to be fully vaccinated with an approved COVID-19 vaccine before commencing employment.*

*Applicants may be required to satisfactorily undertake a Criminal History Check, Medical and/or Working with Children Check in accordance with the position.*

*We are an equal opportunity employer committed to an equitable, diverse and socially inclusive work environment.*