POSITION DESCRIPTION

Position Title:	**Senior Accountant**
Award/Agreement:	**TOC Industrial Agreement 2024** (and any subsequent agreement)
Classification level:	**Level 11**
Directly reports to:	**Manager Finance**
Positions under Direct Supervision:	**Nil**

Organisational Context of Position

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km2. The Town has a population of approximately 10,000 people and is located in the picturesque western suburbs of Perth, Western Australia. The Town has five key goals areas: Leadership and Governance, People, Liveability, Environmental Sustainability and Prosperity.

Organisational Mission

We exist to deliver quality services for Claremont today and to build the foundation for the future.

Organisational Vision

The Town is a progressive, respectful, sustainable, local government supporting a connected, flourishing community.

Organisational Values

- **Respect:** We are responsible for how we behave in our workplace and will show respect and courtesy to all of our colleagues and customers.
- **Integrity:** We are open, accountable and honest.
- **Quality Communication**: We demonstrate our respect for our community and each other through timely, accurate and understandable communication.
- **Customer Service:** Every contact with a customer is important and an opportunity to demonstrate our commitment.
- **Excellence:** Our focus is quality outcomes achieved on time, on budget.

OBJECTIVE OF THIS POSITION

The Senior Accountant provides senior technical and operational leadership within the finance team. The position delivers specialist financial accounting expertise, ensures the integrity of financial records and systems, leads complex month-end and year-end processes, and provides functional guidance to finance staff. It also partners with the Manager Finance to deliver high-quality financial reporting, budgeting, statutory compliance, and continuous improvement.

Objective 1: Financial Administration

- Ensure the ongoing integrity of the general ledger, including account reconciliations, trial balances, sub-ledgers (plant, rates, inventory, works allocations etc.) and other processes are balanced on a regular basis.
- Ensure high performance of all functions relating to the Town's investment portfolio and liaise with the Town's financial institutions to ensure maximum revenue opportunities.
- Management of the Town's grant portfolio with regular reconciliations and assist other business units with the completion of grant applications and acquittals.
- Management of the Town's loans as approved by Council in conjunction with the WA Treasury Corporation and bankers. Monitor loan balances and offset accounts to maximise benefit.
- Ensure assets are being accounted for in accordance with Australian accounting standards and council policies, including coordinating fair value assessments and statutory asset revaluations as required.
- Prepare the Town's Fringe Benefits Tax annual return, including timely submission to the ATO. Provide management with improvements/cost saving measures.
- Review and approve transaction entries (journals, AR invoice, AP invoices, AP payments, etc.) on a daily and weekly basis.
- Co-ordinate and prepare the Town's annual financial statements for audit with accurate supporting documentation and respond to audit queries on a timely basis.
- Ensure sufficient and timely financial information is being provided to all business units and Project Managers on Capital and Operational budgets.
- In conjunction with the Manager, coordinate the preparation of the annual budget and mid-year budget review.
- In conjunction with the Manager, coordinate the documentation and regular review of policies, procedures, and processes to ensure an appropriate system of internal controls is in place.
- Lead the financial modelling, scenario analysis, and data compilation for the Long-Term Financial Plan, annual rate modelling, Asset Management Plans, and Corporate Business Plan
- Prepare financial reports, audit schedules, and agenda items for Council and Audit, Risk and Improvement Committee (ARIC) meetings, attending meetings as required to provide technical advice.
- Process the end of month financial reporting for BAS, stock, plant, and internal allocations.
- Perform monthly reconciliation of investments, loans, and leases.
- Ensure all financial administration, reporting, and internal controls comply with the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.
- Carry out other duties as requested by the Manager or Director which may be reasonably expected within the scope of the classification level and skill base of the employee, including undertaking direct line management and supervision of designated roles.

Objective 2: Financial Support

- Provide sound and accurate information to the Manager of Finance at all times.
- Provide technical guidance, operational support, and functional oversight to Finance employees, including the Accountant and Finance Officers, as required.
- Under the direction of the Manager Finance, provide support during busy periods or periods of leave to Finance employees, including the Rates Officer and Payroll Officer, as required.

Objective 3: Leadership (for Managers/Senior Officers)

- Be an active, positive and contributing member of the Town's Management/ Coordinators Group.
- Provide leadership and nurture the continual development of positions under your direct supervision.
- Provide direction and achievable goal setting to team members, while setting a good example through consistently demonstrating the organisation's Values
- Prepare high quality quarterly reports and present at quarterly reporting meetings
- Maintain budgets for business units.
- Manage the Performance Assessment Cycle for positions under your direct supervision including annual review of position descriptions.
- Provide regular, consistent communication to and from team members, to support a productive and effective team.
- Provide technical advice and professional support to officers and others as required to resolve complex issues.
- Make suggestions and manage change that contributes to the efficiency and effectiveness of the Directorate.
- Oversee drafting and updating of work procedures, policies and procedures for the business unit.
- Report as required to the Director on workload, effectiveness and staff matters.
- Keep informed of current trends and initiatives and ensure involvement in continuing professional development.
- Provide positive representation of the Town at all times.

Objective 4: Work Health and Safety (For Managers/Senior Officers)

- Raising WHS awareness throughout business units.
- Facilitation of continual improvement and cultural beliefs around safety.
- Actively promote WHS and disseminate WHS information.
- Provide and maintain workplaces, plant, and systems of work such that, so far as is practicable, the employees are not exposed to hazards.
- Provide such information, instruction, and training to, and supervision of, the employees as is necessary to enable them to perform their work in such a manner that they are not exposed to hazards;
- Effectively communicate with regard to the WHS management system.
- Apply WHS and relevant legislation.
- Implement components of WHS management systems.
- Implement hazard identification, risk assessment and control.
- Implement incident investigation, reporting and record keeping.

Objective 5: Corporate Responsibility (All Staff)

- In all actions, be accountable and employ ethical decision making and good governance in line with Town's Code of Conduct, values, policies and procedures.
- Demonstrate an ongoing commitment to the Town's Customer Experience Charter.
- Provide a high level of customer service.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Promote the development of efficient work practices.
- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Adhere and follow the Town's Record Keeping Plan.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

Objective 6: Continuous Improvement (All Staff)

- Employ the mind set of continuous improvement to all work tasks.
- Support team members to review and analyse processes to identify possible improvements.

- Contribute to developing a culture of acknowledging and celebrating efforts to improve processes.

SELECTION CRITERIA

Essential

- Relevant tertiary degree in Accounting or a related discipline.
- Comprehensive knowledge of and proven experience in the application of financial management practices in local government, including the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.
- Demonstrated experience in annual budgeting, long-term forecasting, and cash flow management
- Highly developed ability to apply Australian Accounting Standards to statutory financial reporting, asset accounting, and the accurate costing and allocation of income and expenditure across general ledger accounts and activities.
- Demonstrated understanding of Australian taxation principles, specifically GST and FBT.
- High-level time management and organisational skills, with a demonstrated ability to meet competing statutory deadlines and work collaboratively across business units

Desirable

- Current CA or CPA qualification.
- Working knowledge of Datascape
- Ability to provide technical mentorship and lead the continual development of finance team members.
- Experience in Local Government Rates function, pensioner rebates, deferred rates, gross rental valuations and interim rating.

REQUIREMENTS

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for sighting or a certified copy of qualification (where listed as Essential in Position Description).
- Provide for sighting 100 points of identification including at least one with a photograph (i.e. Driver's License and Passport or Birth Certificate).
- Provide a Police Clearance (at employee cost).
- Provide evidence of the Right to Work in Australia.
- Complete a pre-employment medical (Town's GP to confirm fitness to work in position).
- Sign a change of circumstances employee declaration.

Some positions may be required to undertake other checks and verifications such as Working with Children Check and these will be specifically indicated in the Selection Criteria.

PROBATION

Unless otherwise stated in a Letter of Offer, this position is subject to a 6 month probation period, at which time work performance will be reviewed to determine whether permanent appointment will proceed.

Signatures

Chief Executive Officer Approval	
Signature	Date
Employee	
Signature	Date