



# Northern Peninsula Area Regional Council POSITION DESCRIPTION

<b>Position number</b>	TBA	<b>Date of last review</b>	June 2024
<b>Position Title</b>	<b>Management Accountant / Bookkeeper</b>		
<b>Award</b>	<i>Queensland Local Government Industry (Stream A) Award – State 2023</i>		
<b>Classification</b>	<b>Band 2, Level 1 - 4</b>		
<b>Department</b>	<b>Executive</b>		
<b>Section</b>	<b>Financial Services</b>		
<b>Location</b>	<b>NPA Region</b>		
<b>Employment Type</b>	<b>3 Year Contract</b>		
<b>Hours of Duty</b>	<b>36.25 hours per week</b>		
<b>Supervisor</b>	<b>Finance Manager</b>		
<b>Direct Reports</b>	<b>Nil</b>		

## ORGANISATIONAL ENVIRONMENT

### Our Vision - Where do we want to be in 5 years?

Build a sustainable, culturally vibrant and connected community

### Our Mission - How will we achieve our Vision?

By growing indigenous and local opportunities, enhancing, preserving, and protecting our unique physical environment and unique Cultural Heritage, prolonging, and enriching the lives of our People, promoting unity and leading multi-generational change.

### Our Values - What do we believe in?

1. Community Focused
2. Respect and support for environment, culture, and our people
3. Transparency and accountability
4. Working with Stakeholders to plan and actively share responsibility for improving sustainable service provision for community
5. Providing a safe and healthy working environment

## CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2023*, the *Queensland Local Government Industry (Stream A) Award – State 2017*, Council's policies and procedures, Council's Code of Conduct, and other legislative requirements.

## WORK HEALTH AND SAFETY RESPONSIBILITIES

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice
- Council's Workplace Health and Safety Policies and Procedures
- instructions given by their manager in respect of the Health and Safety of themselves and the Health and Safety of other persons.

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

## **PRIMARY OBJECTIVE OF POSITION**

Reporting to the Finance Manager, this position is responsible for the efficient and effective performance of all duties associated with preparation of budgets, budget reviews, monthly budget variance analysis and reporting, maintenance of the financial system including general ledger and other associated financial modules.

## **KEY ACCOUNTABILITIES**

Duties and responsibilities include but are not limited to:

- Preparing, reviewing, analysing, and reporting of all annual budgets for each work area of Council.
- Preparing, reviewing, analysis and reporting of financial performance of all grant programs
- Contributing to and playing a key role in implementation of best practice budgeting processes.
- Maintaining accurate information in Council's financial system and being the key contact for support and advice for the system.
- Preparing financial reports, including statutory reports, for internal customers and external agencies.
- Recording transactions and posting them to general ledger accounts under the supervision of the Finance Manager
- Preparing reconciliations of subsidiary ledgers and other key general ledger accounts under supervision of the Finance Manager.
- Undertaking other duties as required within the Finance team during periods of staff leave or peak workloads.
- Assisting with the implementation of new technologies and troubleshooting and assisting with the resolution of system issues that are impacting on financial data.
- It is important to note that this document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with Council's core values, Code of Conduct and Equal Employment Opportunity principles.

## **SELECTION CRITERIA**

### **Essential**

1. Relevant professional tertiary qualifications in Bookkeeping, Business, Accounting, Finance or Economics and/or significant experience in a similar role
2. Strong understanding of accounting concepts and the application of Australian Accounting Standards
3. Comprehensive understanding of corporate financial IT systems, including budget and internal management reporting
4. Well-developed personal competencies, including effective communication skills (written, verbal and non-verbal), ability to negotiate for outcomes, sound decision-making skills and demonstrated commitment to consultation and engagement
5. Current valid Driver's Licence.

### **Desirable**

6. Experience in the use of the Practical Computing System (PCS)
7. Membership of a professional accounting body such as CPA, CA.

We agree that this Position Description accurately reflects the role.

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print)

Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print)

Exec. Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print)