

POSITION DESCRIPTION

Position Title:	Accountant
Award/Agreement:	TOC Industrial Agreement 2024 (and any subsequent agreement)
Classification level:	Level 10
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 11,000 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

To provide accounting services that enables the planning, measurement and control of Town of Claremont's financial operations.

Objective 1: Financial Administration

- Complete month end processing and prepare high quality council reports for Council Meeting.
- In conjunction with Senior Accountant:
 - management of the Town's grant register including regular reconciliations and grant acquittals.
 - management of loan register.
 - management of term deposit register including sourcing new rates, preparing recommendations.
 - perform monthly reconciliations including investments, general ledgers, loans, creditors, debtors and payroll.
 - prepare the Town's Fringe Benefits Tax and Business Activity Statement returns.
- Assist the Manager Finance with:
 - Coordinating and provision of audit samples and requests.
 - Implementing audit recommendations.
 - Coordinating the preparation of the annual budget and mid-year budget review.
 - Preparing the annual financial statements.
 - Financial inputs to the Long-Term Financial Plan, Asset Management Plans, and Corporate Business Plan.
- Prepare transaction entries (journals) as required.
- Prepare draft policies, work procedures, and internal processes for managers approval.
- Provide professional and technical advice on financial matters.
- Ensure accurate and timely financial information is provided to all business units and Managers.
- Foster the development of financial knowledge and management skills within the Town management team.
- Carry out other duties as requested by Manager or Director which may be reasonably expected within the scope of the classification level and skill base of the employee.

Objective 2: Financial Support

- Provide sound and accurate information to the Manager Finance at all times.
- Under the direction of the Manager Finance, provide support during busy periods or periods of leave:
 - To the Senior Accountant
 - To the Finance Officer by completing such tasks as daily bank reconciliation and receipting, bank reconciliations, processing Credit card transactions, prepare payment listing report, review/monitor purchase orders for correct procurement processes.
 - To the Rates Officer, by completing tasks such as administering the processing and reconciliation of pensioner/seniors rebate claims, annual rate exempt applications, reconcile rates and UGP subsidiary ledger to control accounts monthly.

Objective 3: Occupational Health & Safety (For all Staff)

- Comply with all workplace procedures for hazard identification, risk assessment and risk control.
- Actively participate in safety activities associated with the management of workplace health and safety.
- Follow policy and procedures as required.
- Take reasonable care to ensure his/her own safety and health at work.
- Avoid adversely affecting the safety of any other person.
- Identification and reporting of health and safety hazards, accidents, incidents, injuries, property damage at the workplace.
- Ensure the correct personal protective equipment is used for the task or activity.

Objective 4: 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 5: 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

- Tertiary qualifications in accounting.
- Comprehensive knowledge of and proven experience in the application of financial management practices in local government.
- Understanding of general principles of creditors, debtors, accounting to trial balance and statutory financial reporting.
- Well-developed demonstrable understanding of accounting principles and knowledge of accurate costing of income and expenditure to general ledger accounts, departments & activities.
- Demonstrated understanding of GST and FBT principles.
- Ability to effectively manage time and willingness to work as an integral part of a small, efficient team.

Desirable

- Experience in budgeting, forecasting, cash flow management and financial reporting.
- CPA qualification or working towards
- Working knowledge of Datascape.
- 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).
- Complete a pre-employment medical (Town's GP to confirm fitness to work in position) or completion of a medical questionnaire.
- Complete a Police Clearance (to be assessed by Human Resources) and continue to hold a clear police clearance.
- Provide evidence of the Right to Work in Australia.
- 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