



## The VALUES of the Bunbury-Harvey Regional Council

**Leadership** – With good leadership, employee wellbeing and performance are enhanced and consequently the organisation thrives and prospers.

**Teamwork** – A team environment demands that you make responsible decisions; it requires you to take charge. It requires you to develop excellent interpersonal skills to interact at a much different level with your team members.

**Integrity** – Acting with a level of trust, respect, honesty, hard work, communication and shared responsibility that is exhibited by its people.

**Accountability** – Ensuring the collection and management of solid waste and recovered materials in an environmentally sound manner and in accordance with regulatory requirements and the Department of Environment Licence conditions.

**Respect** – Respect Yourself, Respect Others, Respect Our Environment.

**Innovation** – Embracing new and better ways to achieve improved results through creativity, inventiveness, teamwork, and the adoption of appropriate new processes and technology.

## Council's Equal Employment Opportunity Statement

BHRC upholds the value that all employees are entitled to be treated equally and to have access to employment, promotion, training and the benefits of employment on the basis of merit.

Council is committed to providing a positive working environment where employees and other in the workplace are treated fairly and with respect and are free from unlawful discrimination, harassment, bullying, vilification, or victimisation.

<b>POSITION TITLE</b>	Accountant / Finance Manager
<b>DEPARTMENT SERVICE AREA</b>	Stanley Road Waste Management Facility, Lot 45 Stanley Road, Wellesley – However, the employee may be required to be based at other locations from time to time or permanently as directed.
<b>INDUSTRIAL AWARD</b>	Local Government Industry Award 2010 and the Bunbury-Harvey Regional Council Employees 2019 Enterprise Agreement
<b>TENURE</b>	<ul style="list-style-type: none"><li>• Permanent (approx. 20-30hrs per week, extra hours when required)</li><li>• Three (3) Year Term Contract</li></ul>
<b>POSITION ACCOUNTABLE TO</b>	Chief Executive Officer
<b>LIAISES WITH</b>	<b>Internal:</b> Chief Executive Officer, Management Staff, Finance Staff, Regional Councillors <b>External:</b> Electors Debtors and Creditors, Valuer General's Office State, Treasury, WALGA, LGIS, Grant Funding Bodies, Auditor, General Public
<b>LAST DATE PD REVIEWED</b>	May 2022

## 1 POSITION ACCOUNTABILITIES AND RESPONSIBILITIES

Accountabilities include hands on financial functions such as:

- Effectively lead and manage the day to day operations of Council's Finances and Payroll.
- Overseeing accounting activities; Including fortnightly payroll.
- Ensure the Council is compliant with the Local Government Act 1995, Local Government Financial Management Regulations 1996, Australian Accounting Standards, and any other relevant legislation.
- Preparation of financial plans, budgets, and forecasts.
- Maintain a high level of budgetary control and financial accountability within the organisation.
- High level of expertise and assistance in analysing financial information and IT systems within the organisation as required.
- Assist in the management of statutory reporting.
- Monitor compliance to Council's financial based policies.
- Provide advice and assistance to other Local Government's Departmental Managers in regard to financial issues.
- Provide financial, administrative and governance support to the CEO and Management Staff.

## 2 PRIMARY DUTIES AND RESPONSIBILITIES

The Accountant / Finance Manager is primarily responsible for the coordination of:

### *2.1 Finance*

- Oversee the timely and accurate collection, payment and processing of income and expenditure transactions, including all required reconciliations.
- Oversee and monitor the daily processing and backup of transactions on Authority or similar software.
- Payroll management.
- Prepare the statutory end-of-year financial statements and management reports.
- Assist in the preparation and review of Council's Corporate Business Plan and long-term financial plan.
- Oversee the preparation and monitoring of the annual budget.
- Ensure all relevant staff has a copy of the annual budget and is placed in public areas and on Council's website.

- Oversee processing of creditor and debtors' invoices.
- Assist in facilitating the external audits.
- Prepare the monthly bank reconciliations for sign off by the CEO.
- Oversee the investment of surplus monies and load applications and transfers.
- Monitor Cash Flow to ensure adequate funds are available for the payment of the Council's financial commitments when required.
- Establish and maintain an investment register.
- Monitor and review all Goods and Services Tax (GST) coding by staff to ensure compliance to relevant legislation.
- Prepare monthly financial agenda reports for Council.
- Assist with the preparation, submission, and auditing of grant acquittals.

## *2.2 Taxation*

- Ensure the monthly Business Activity Statement (BAS) returns are prepared and lodged before the due by date.
- Prepare Fringe Benefits Tax (FBT) returns and lodge before the due by date.
- Prepare and submit other returns as required.
- Ensure all financial returns are completed in a timely and effective manner.

## *2.3 Assets*

- Process journals for the calculation of profit or loss on disposal of assets.

## *2.4 Reconciliations*

- Ensure all sub ledgers are reconciled on a monthly basis.
- Reconciled the trial balance on a monthly basis.
- Ensure monthly bank reconciliation statement are prepared on a regular and timely basis.
- Ensure asset register balance to control accounts on a monthly basis.
- Ensure all subsidiary ledgers are reconciled on a timely basis.

## *2.5 Reporting*

- Preparation of monthly financial statements for Council.
- Preparation of monthly investment report for Council.
- Assist with the preparation of the Council's annual financial statements.
- Prepare and submit Council's annual grants commission return.

- Manage the production of monthly reports and any other reports as required by relevant legislation.

## *2.6 Other*

- Complete other financial based tasks and duties as directed.
- Collaborate with member councils in the successful performance of all the financial management duties.
- Assist the Auditor and audit staff as required.
- Provide support and assistance to all Finance and Customer Service Staff as required.
- Provide assistance and support to Management/Executive Staff as required.

## *2.7 Staff Supervision*

- Ensure staff undertakes appropriate professional development.
- Ensure Finance and Customer Service Staff are adequately trained and resourced.

# 3 SELECTION CRITERIA

## *3.1 Essential Criteria (to be considered for this role you must demonstrate the following skills and experience)*

- Tertiary qualifications in Accounting Degree or equivalent.
- Demonstrate knowledge in corporate accounting role(s), Australian Accounting Standards, and contemporary accounting practices.
- High level of written and verbal communication skills that result in effective and appropriate communication with a broad range of people internal and external to the Council (including budget and financial reports).
- Sound knowledge of IT systems, financial and accounting management programs, including Microsoft Office.
- Possess a high level of financial and budgetary management skills, including the ability to provide direction mentoring and support across the organisation in a highly visible area requiring high quality and accurate results often within tight timeframes. Demonstrate leadership abilities to supervise, train, mentor and build capacity of staff to Achieve corporate objectives.
- Possession of a current Western Australian (C) Class motor vehicle driver's licence.

## *3.2 Desirable Attributes*

- Sound knowledge of the financial requirements within the Local Government Act 1995, the Local Government Financial Management Regulations 1996, Australian Accounting Standards.
- Experience and knowledge with Xero Accounting software.

- Receptive to new ideas and changing environments and the ability to deal positively with ambiguity and change, recognising opportunities and promoting position involvement within a team environment.

### 3.3 *Employment Considerations* (to be considered for a position at the Bunbury-Harvey Regional Council, applicants must be able to satisfy the following appointment prerequisites by providing):

- Completion of identification checks
- Production of a valid Police Clearance of no more than 3 months old
- Allow for verification of qualifications
- Completion of Pre-Employment Medical Testing including alcohol and other drugs
- Production of appropriate motor vehicle licence, professional memberships and other relevant cards or licences as required

## 4 CORPORATE ACCOUNTABILITY

- Comply with the Bunbury-Harvey Regional Council's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in activities that may represent a conflict of interest with the obligations and responsibilities of your position.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Display and promote activities that will positively influence team culture and business performance.
- Deliver effective use of the Council's resources within the levels of accountability.
- *Ensure compliance with the Council's mission by:*
  - *Ensuring the delivery of an integrated, cost-effective and environmentally sound waste management system and to promote sustainable community programs and policies ensuring that the health, diversity and productivity of the environment is maintained or enhanced for the benefit of future generations.*
  - *Reduce the environmental impact of waste and maximise conservation of natural resources through reduced overall material use and increased materials and energy recovery.*
- Providing leadership in community matters to promote harmony, opportunity and a positive community image.
- Providing efficient, accountable and quality management of public and community assets, resources and infrastructure.
- Ensure Council processes are followed to prevent and detect fraud and corruption.

## 5 ATTITUDE, BEHAVIOUR AND CONDUCT (ABC'S)

### 5.1 *Results Focused*

- Structuring time, taking responsibility for, and managing work to meet deadlines
- Producing work of a consistently high standard
- Being proactive
- Demonstrating high levels of effort to achieve tasks

### 5.2 *Actively Practices Teamwork*

- Working effectively as part of a team
- Considering the needs, feelings and accepting the ideas of fellow team members

### 5.3 *Perseveres to Complete Tasks*

- Maintaining a positive “can do” attitude in the face of many obstacles
- Consistently following tasks through to completion

### 5.4 *Acts in an Ethical Manner*

- Demonstrating appropriate conduct in a range of situations, aligned with the Code of Conduct

### 5.5 *Committed to Personal Growth*

- Demonstrating a commitment to personal growth
- Keeping up-to-date with developments in the relevant occupational field

## 6 DELEGATION OF AUTHORITY

The position is authorised to/responsible for the following:

- Works under limited direction from the Chief Executive Officer within established policies and procedures as well as the requirements of the Local Government Act 1995 and various accounting standards.
- The quality, quantity and effectiveness of their own work
- Reporting to the Chief Executive Officer of any matter that should reasonably be brought to their attention.
- The care, safety and condition of entrusted assets.
- Their own safety and that of others whilst performing the work.

## 7 OCCUPATIONAL SAFETY AND HEALTH SUPPORT

- Sound knowledge of Occupational Safety and Health obligations.

- Ensure that workstations are maintained in a safe, clean and tidy condition, so that risk of accidents occurring is reduced to a minimum.
- Exercise a Duty of Care and the need to work in a safe and efficient manner, having regard to own safety and that of other workers.
- Monitors and reports workplace hazards and accidents, in accordance with correct reporting procedures.

## 8 POSITION ACKNOWLEDGEMENT AND ACCEPTANCE

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role. From time to time, employees may be required to perform duties outside of their normal responsibilities as required to meet operational needs.

By signing this position description indicates an agreement and acceptance of the contents and conditions and that it forms the basis of your employment contract with the Bunbury-Harvey Regional Council and that you understand that you will be required to actively participate in an annual performance review.

Employee

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

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Chief Executive Officer Approval

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_