



## INFORMATION FOR APPLICANTS

### Financial Accountant

<b>Title</b>	Financial Accountant
<b>Employment Status</b>	Full Time
<b>Department</b>	Sorell Council
<b>Application Close</b>	5:00pm - Monday 3 <sup>rd</sup> June 2019

## **WORK HEALTH & SAFETY**

The health and safety of its employees, contractors, volunteers and visitors is a priority for Sorell Council. The Council is committed to providing a safe and healthy work environment and to taking all reasonable steps to ensure that all employees and contractors of the Council are safe from injuries and risks to health whilst they are at work. The Council is also committed to ensuring that volunteers and visitors are safe from harm when in Council workplaces.

The Council makes available the appropriate resources to ensure that it complies with relevant work health and safety legislation and that the workplace is a safe and healthy one.

## **EMPLOYMENT & GENDER EQUITY**

Council provides contemporary conditions of employment and maintains a committed and a proactive approach to the following key areas:

### **Equity and Discrimination**

Sorell Council is committed to the principles of equity and equal employment opportunity, to the elimination of inappropriate and unlawful discrimination, all forms of harassment (including sexual harassment) and bullying in the workplace. The Council aims to create and sustain a work environment which supports mutual trust and respect and will take all reasonable steps to ensure that:

- All employees are able to enjoy a workplace that is free from inappropriate and unlawful discrimination, harassment and bullying;
- principles of equity and equal employment opportunity are reflected in the Council's policies and procedures in respect of employees and employment; and
- There are effective procedures in place for the resolution of the genuine concerns and grievances of employees.

### **Family-friendly Policies**

Sorell Council has in place flexible working arrangements which will assist both male and female employees in meeting their family obligations.

### **Opportunities for Women**

Sorell Council is committed to gender equity and is an equal opportunity employer. Female candidates are encouraged to apply for vacancies with the Council and selection of the successful candidate in any recruitment is based on merit and suitability for the role without regard for gender.

In employment, the Council's policies and actions will reflect the notions of equal opportunity for both genders, including equal pay for the same work.

## CONDITIONS OF EMPLOYMENT

### EMPLOYMENT AGREEMENT

Employment in this position will be covered by an individual Employment Agreement. Except for any matters specifically covered in the Agreement, the provisions of Sorell Council Enterprise Agreement 2015 apply to the position.

### PRE- EMPLOYMENT MEDICAL ASSESSMENT & NATIONAL POLICE CERTIFICATE:

Employment with Council is subject to undertaking a pre-employment medical examination and a National Police Certificate.

An application form for 'Consent to Check and Release a National Police Certificate' can be obtained from the Tasmania Police website: [www.police.tas.gov.au/services-online/police-history-record-checks/how-to-complete-an-application/](http://www.police.tas.gov.au/services-online/police-history-record-checks/how-to-complete-an-application/) .

### SALARY:

The salary range for this position is **\$72,104.00 - \$78,762.16** plus superannuation, the commencing salary to commensurate with the level of experience of the successful applicant.

### LEAVE ENTITLEMENTS:

#### Annual Leave:

For each full year of service, an employee accrues an entitlement of four (4) weeks annual leave for each year of service (pro rata for part time employees).

#### Long Service Leave:

An Employee will accrue long service leave based on 65 working days of leave for every 10 years of service in accordance with the Long Service Leave Act 1976.

#### Personal / Carer's Leave:

An employee is entitled to ten (10) days of Personal/Carer's leave for each year of service. An Employee's entitlement to paid personal / carer's leave accrues progressively during a year of service according to the Employee's ordinary hours of work and accumulates from year to year. Personal leave may be used when the employee is:

- Absent due to personal illness or injury; or
- Required to provide care to a member of the employee's immediate family or household who is ill or injured and requires such care.

#### Annual Leave Loading:

Annual leave loading will be paid on annual leave loading of 17.5% calculated on the Employee's Ordinary Rate. Annual leave loading will be paid on the same date each year as determined by the Council.

### HOURS OF WORK:

The spread of ordinary hours under the Enterprise Agreement is from 7.00am to 7:00pm Monday to Friday. The Works Manager position is 80 hours per fortnight with a monthly RDO.

**SUPERANNUATION:**

Sorell Council will make employer superannuation contributions on the employee's behalf at a level of 9.5% during the six (6) month probationary period and, once employment is confirmed, 14.5% of the employee's ordinary time earnings (as per the Australian Taxation Office definition).

Employer contributions may be directed to any other complying superannuation fund of the employee's choice. If no choice is made by the employee the Council will direct the employer contributions to Tasplan Superannuation, as the default fund for Council employees.

Employees may make voluntary personal superannuation contributions to their chosen fund, either by salary sacrifice out of pre-tax income, or out of post tax income.

**REMOVAL AND RELOCATION EXPENSES:**

When a person residing interstate or beyond daily commuting distance from Hobart is appointed to a permanent position with the Council, the reimbursement of removal expenses relating to the appointee, partner and any dependent children (if applicable) may be paid subject to the conditions as outlined below.

Payment of relocation expenses will be negotiated on a case by case basis, taking into account the level of the position. This will be at the discretion of the General Manager.

Payment of relocation expenses will be on the condition that, should the employee tender their resignation from, or otherwise cease duty at, (with the exception of retrenchment, death or medical reasons) Council within 3 years of commencing employment, the employee is to refund to Council the relocation costs as follows:

Under 1 year of service	Total relocation costs
1 year to 2 years	Two thirds of relocation costs
2 years to 3 years	One third of relocation costs

The General Manager has the discretion to waive this requirement in exceptional circumstances.

**TRAINING AND DEVELOPMENT:**

It is the Council's desire that every employee be given the opportunity to develop. The Council's commitment to this aim is seen through:

- a) Provision of training for in-house and external training courses.
- b) Study assistance, for employees undertaking relevant qualifications.

**EMPLOYEE ASSISTANCE PROGRAM**

Independent counselling services are provided if needed by a Council sponsored "Employee Assistance Program", which is also available to immediate family. This confidential service is available 365 days a year.

**ADVICE TO APPLICANTS**

Thank you for giving consideration to applying for a position with Sorell Council. Please read the following information before applying.

## **THE SELECTION PROCESS**

Sorell Council positions are filled in accordance with suitability for the position, the relative merits of the candidates and relevant legislative requirements. Merit and suitability are assessed through a selection process that comprises the written application, the applicant's performance at interview, any assessment tools that are utilised and referee reports.

## **YOUR APPLICATION**

Job applications need to be clear and concise as this is the first step in demonstrating your relevant knowledge, skills, qualifications and experience. All applications will be considered based on the essential and desirable requirements of the positions (the selection criteria is sometimes referred to as required attributes). The selection panel reviews all written applications and short-listing for the interview is based upon statements addressing the selection criteria. Many applicants do not proceed past this first stage of assessment due to failing to provide sufficient information in their applications.

Your application should provide information that demonstrates the following:

- **Your knowledge and skills against each of the selection criteria citing relevant examples.**
- **Your experience and qualifications and/or ability to develop the skills required.**

## **THE FORMAT FOR YOUR APPLICATION:**

### **Cover letter**

It is recommended that you include a short covering letter that introduces yourself and details the reason that you are applying for the position.

### **Current resume/curriculum vitae**

A resume is a history of your employment and work experience and should cover the following areas:

- Your employment history in reverse chronological order, starting with your current employment.
- Details of the positions that you have held, including employment dates, capacity in which you were employed (e.g.; full-time, part-time, casual), where you were employed and brief outline of the main duties and responsibilities.
- Your educational qualifications. This should include the title of your qualification, the year awarded and the title of the institution attended. Copies of your academic qualification should also be attached.
- Information regarding training courses or developmental programs that you have attended should also be included.

## Selection Criteria

A statement addressing the selection criteria must be included with your application. **Please note, applications that do not address the selection criteria will not be considered for interview.**

The selection criteria represent the minimum level of knowledge and skills that individuals will need in order to satisfactorily perform the duties of the position. You must address each criterion in your application citing relevant examples on how you believe you meet or have the potential to meet the requirements. The criteria should also be addressed in terms of the major duties of the position for which you are applying.

Applications are rated against the selection criteria in order to short-list candidates for interview and then to select the most suitable and meritorious applicant from the field of candidates interviewed.

In addressing the selection criteria you should consider the following guidelines:

- Read the selection criteria carefully and identify the major factors in each selection criterion.
- Determine how you meet each criterion.
- When making a statement on how you meet the criteria, cite relevant examples that detail how you were involved in a process, or how you applied a relevant skill or ability. In providing evidence or support your achievements, explain how you were successful.
- Check that you have addressed the major factors.
- It is not sufficient to simply state that you meet the criteria without explaining how.
- The suggested length of response should be approximately half-one page per criteria.
- As a general rule, the more senior the role, the more complex the selection criteria and the more detailed your response should be.

### Key Selection Criteria as stated in the Position Description

- Extensive knowledge and experience in general accounting processes and public sector financial management and accounting processes.
- Proficiency in complex integrated accounting software packages and excel.
- Ability to solve problems with elements of complexity in reaching decisions and making recommendations.
- Ability to contribute within the team, using persuasive skills in technical discussions to resolve problems and reconcile viewpoints.
- Ability to manage time and set priorities to meet objectives and timeframes despite conflicting pressures.
- Relevant qualification in a finance discipline or considerable experience in a similar level role, preferably in local government.

Please forward your application by email to [recruitment@sorell.tas.gov.au](mailto:recruitment@sorell.tas.gov.au)

**Applications close: 5pm, Monday 3 June 2019**, please note late applications will not be accepted.

For further information regarding this position, please contact Stephanie Gunn, Manager Finance & Information on (03) 6269 0013 or [stephanie.gunn@sorell.tas.gov.au](mailto:stephanie.gunn@sorell.tas.gov.au)

# Sorell Council



## Position description

Position Title	Financial Accountant
Work Section	Finance
Department	Finance and Information
Reports to	Manager Finance & Information
Classification	
Employee Status	Full-Time
Location	CAC

### Primary position purpose

The **Financial Accountant** is responsible for maintaining the integrity and accuracy of the general ledger, undertaking financial functions and monitoring and reporting on the financial performance of the organisation.

A primary focus of the role is the provision of effective financial and asset management, including financial reporting, cash-flow management, variance reporting and monitoring and management of Council's operating and capital budgets.

## Skill Based Classification Descriptors

The following skill descriptors apply to this level.

<b>Authority &amp; Accountability</b>	Provides professional and/or specialist technical services to complete assignments or projects in consultation with other employees. May work with a team of employees requiring the review and approval of more complex elements of the work.
<b>Judgment &amp; Problem Solving</b>	Problems require assessment of a range of options having elements of complexity in reaching decisions and making recommendations. Precedent is available from the employer's internal sources, and assistance is usually available from other professional and/or specialist technical employees in the work area.
<b>Specialist Skills &amp; Knowledge</b>	Positions require considerable knowledge and a level of skill in a specific area to resolve issues having elements of complexity which may not be clearly defined.
<b>Management Skills</b>	Technical and administrative employees at this level may manage minor projects involving employees in lower levels and other resources. Graduate professional employees at this level are not expected to perform such management functions.
<b>Interpersonal Skills</b>	Persuasive skills are required to participate in technical discussions to resolve problems, explain policy and reconcile viewpoints. Employees may write reports in the field of their expertise and/or prepare external correspondence.
<b>Qualifications &amp; Experience</b>	Skills and knowledge needed are beyond those normally acquired through the completion of secondary education alone and normally acquired through completion of a degree with little or no relevant work experience, or a diploma with considerable work experience.

## Key Responsibilities

### Financial Functions and Reporting

- Preparation of General Ledger reconciliations, Bank reconciliation and BAS return;
- Monthly management reports including cashflow and balance sheet analyses, ratio's and KPI's to the Senior Management Team;
- Monthly reporting on investments as outlined in Council's investment policy;
- Monitoring, reporting and analysis on weekly and monthly cashflows;
- Preparation of the Fringe Benefits Tax return annually and associated monitoring throughout the year, eg; vehicle changeovers, usage;
- Review Midway Point Improvement Act (MPIA), on a monthly basis;
- Annual reporting for Community Halls;
- Financial management of the asset management process; including Fixed Asset Register maintenance and oversight of capital reporting, the capital budget and the capitalisation process in compliance with Australian Accounting Standards
- Implement governance process around the disposal of assets
- Assist in the timely preparation of annual accounts and audit of financial statements, systems and processes;
- Assist the Manager Finance and Information with the preparation of Council Budgets;
- Respond in a timely and accurate manner to external financial reporting requests (eg ABS, CDSC, SERDA)
- Respond in a timely and accurate manner on Adhoc financial reporting requests from the business.
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- Assist in improving policies governing financial business best practice
- Ensure fraudulent risk management controls are in place for accounts payable
- Review Council's accounting processes for greater efficiencies via the reduction of transactional activities of financial staff;
- Build effective relationships with neighbouring councils to leverage from a shared business practice platform;
- Provide finance support to neighbouring councils via the commons service joint venture model

### Financial Modelling

- Understand key drivers of local government.
- Develop / enhance financial modelling to improve decision making.
- Provide key research designated projects to the Manager Finance and Information.
- Assist in the development and reporting of key performance indicators (KPI's) for the organisation.

### **Operational Responsibilities & Participation**

- A primary focus of the role is to actively participate as a member in the Middle Management Team, performing all responsibilities efficiently and effectively, and draw upon advice and guidance from other officers within the organisation where appropriate.
- Contribute to the development and monitoring of the operational plan and KPI's.
- Commitment to continuous improvement, including the review of processes, systems and innovative practices, leading to efficiencies in administration.
- Management of relevant cost centres, including variance reporting and fees and charges.
- Monthly reporting.
- Oversee the implementation and review of relevant policies and strategies as required.

Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

<b>Position dimensions</b>
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<b>Key relationships and influences</b>
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Who	Why
<b>Internal</b>	
Customer Services	Work in partnership with Customer Service to ensure delivery of effective customer service.
All departments	Work with all department / section heads to ensure accurate, timely financial data is captured and reported across the organisation
Asset Team	Work in partnership with the Asset Team to ensure Council maintains an accurate, balanced asset register
<b>External</b>	
People who live, work, or visit Sorell	This position delivers services that directly benefit our customers via Council's various customer contact channels.
Elected Council Members	This position provides support to Councillors who directly serve the people of Sorell.
Auditors	Work in consultation with external auditors to ensure Council is both fully compliant and achieves best practice in financial accounting
Bankers	Maintain effective working relationships with external financial institutions
External Agencies	Ensure compliance with and accurate reporting to external agencies (eg ATO, LGD)

<b>Resources and Budgets</b>
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<b>Direct Reports</b>	Nil	<b>Financial Delegation &amp; Reporting</b>	\$25,000
<b>Indirect Reports</b>	Nil	<b>Statutory Appointments</b>	Nil
<b>Total</b>		<b>Delegations</b>	

## Organisational accountabilities

Be familiar with and follow the **Council's Code of Conduct**. A copy of this is provided with your appointment letter or can be accessed on Council's Intranet.

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- Council's Values
- Workplace Health and Safety (WHS) Legislation
- Anti-Discrimination Legislation
- Sorell Council Enterprise Agreements
- Document Management - The incumbent is required to use the EDRMS to retain records and documents relating to Council business as part of their employment.
- Customer Service Charter - The incumbent is required to commit Council's Customer Service Charter and to consistently deliver all services with a focus on excellent customer service.
- Customer Relationship Management (CRM) systems
- Comply with all Health and Safety legislation.

### Work Place Health & Safety

Ensure Health and Safety information is provided to the broader community as required. While at work, a worker must:

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act;
- Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers;
- Avoid, eliminate or minimize hazards within your control, and immediately report;
- Attend and actively participate in training programs provided in the interests of Health and Safety;
- Ensure accidents and near misses are reported as soon as reasonably practicable; and
- Ensure assessment and control of risk is managed in accordance with Council's Risk Management Framework.
- Complete Council's induction requirements

## Record Management

Sorell Council uses a record management system, TARDIS (Total Administrative Record and Document Information System). All Council documents and records are a State legislated record controlled by the Tasmanian Archive & Heritage Office and are therefore required to be retained either on a temporary or permanent basis. All employees of Council are required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.

## Key selection criteria

### Essential:

- Extensive knowledge and experience in general accounting processes and public sector financial management and accounting processes.
- Proficiency in complex integrated accounting software packages and excel.
- Ability to solve problems with elements of complexity in reaching decisions and making recommendations.
- Ability to contribute within the team, using persuasive skills in technical discussions to resolve problems and reconcile viewpoints.
- Ability to manage time and set priorities to meet objectives and timeframes despite conflicting pressures.
- Relevant qualification in a finance discipline or considerable experience in a similar level role, preferably in local government.

Authorisation			
I hereby agree that this position description accurately reflects the work requirements.			
Manager name			
Manager signature		Date	
Employee name			
Employee signature		Date	
GM Name			
GM Signature		Date	