

1.0 Position Details

Position Title	Assistant Accountant
Classification	Level 6
Employment Type	Permanent Part of Full Time (30 – 38 hours per week)
Reporting to	Manager Finance
Department	Finance
Location	Shire Administration Office, 11-13 Waldeck Street, Dongara, WA
Supervision	Nil
Internal Relationships	Chief Executive Officer, management and staff
External Relationships	Council, auditors, ratepayers, residents', suppliers, community representatives, general public, government agencies and consultants.
Extent of Authority	Works under the supervision of the Manager Finance.

2.0 Position Objective

Under the direction of the Manager Finance, ensure Rates, property and financials are managed with due care and diligence to a high standard; recorded to comply with statutory requirements and in accordance with the Shire's chart of accounts. The role will also be responsible for assisting the Manager Finance in the annual budget and year end processes.

3.0 Position Specific Tasks and Activities

KEY AREA	DUTIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Rates & Property	<ul style="list-style-type: none"> ▪ Maintain the property and rates database, including ownership transfers, subdivision and amalgamation of land, interim rating charges and revaluation of assessments ▪ Update annual revaluations provided by Landgate ▪ Preparation and issue of annual rate assessments ▪ Prepare and issue instalment notices in accordance with legislated timeframes ▪ Maintain pensioner records, submit monthly pensioner rebate claims and review concessions annually ▪ Undertake title searches as required ▪ Answer property and rate enquiries in a timely manner ▪ Liaise with Landgate, Department of Lands and other departments as required 	<ul style="list-style-type: none"> ▪ Undertake annual rate requirements in accordance with the <i>Local Government Act 1995</i>. ▪ Property and rates database is maintained up to date with accuracy and no omissions. ▪ Provide excellence in customer service in an engaging and professional manner to all enquiries. ▪ Model the Shire of Irwin's Values and Behaviours at all times.

	<ul style="list-style-type: none"> ▪ Monthly reconciliation of rate debtors ledger and property valuations ▪ Ensure that the Shire's Rates Ledger is balanced at least once per month and verified by the Manager Finance 	
Electoral	<ul style="list-style-type: none"> ▪ Maintain the Owners and Occupiers Roll and prepare the Consolidated Roll as required ▪ Process public enquiries regarding the Electoral Roll for local government elections 	<ul style="list-style-type: none"> ▪ Details are updated and maintained.
Financial Reporting	<ul style="list-style-type: none"> ▪ Undertake journals as required ▪ Provide advice on GL Accounts and Job numbers according to Council's Budget. ▪ Update the Long Term Financial Plan (LTFP) ▪ Co-ordinate the roads to recovery program. ▪ Preparing acquittals for grants ▪ Assist the Manager Finance in the preparation of the Annual Budget and Annual Financial Report. ▪ Maintain a sound awareness of current legislation, guidelines, policies and procedures relevant to responsibilities so to correctly implement updates. ▪ Work closely with the Senior Finance Officer with the preparation of financial information and reports. ▪ Assist the auditors with the annual and interim audits ▪ Prepare monthly departmental reports for the department managers and adhoc reports if and when required 	<ul style="list-style-type: none"> ▪ Transactions and reporting is undertaken with accuracy and timely within the required timeframe. ▪ LTFP to be endorsed by Council in line with the annual budget and Corporate Business Plan. ▪ Timely and accurate compilation of budget information.
Creditors and Debtors	<ul style="list-style-type: none"> ▪ Prepare and issue sundry debtor statements monthly and follow up outstanding amounts. 	<ul style="list-style-type: none"> ▪ Debtors and Creditors statements are issued monthly.

	<ul style="list-style-type: none"> Provide back up support for Debtors function 	<ul style="list-style-type: none"> Prepare accurate invoices and statements. and issue debtor invoices within 5 days of services being provided.
	<ul style="list-style-type: none"> Reconcile creditors ledger monthly and rectify any discrepancies 	<ul style="list-style-type: none"> Notify responsible officers of accounts that extend beyond Council's normal trading conditions. Ensure all back office and agency receipts are processed on a timely and accurate basis. Identify and investigate errors and correct to receipts including receipt reversals.
	<ul style="list-style-type: none"> Provide back up support for Creditors function 	<ul style="list-style-type: none"> Ensure creditor records are accurately maintained and verified prior to payment. Ensure creditors are paid within agreed timeframes and according to Council policy and procedures and purchasing approval workflows are maintained in line with Council's financial delegations and approved staff requests.
Customer Service	<ul style="list-style-type: none"> Provide timely customer service to ratepayers, residents, community, and general public in accordance with Council's Policies and Procedures 	<ul style="list-style-type: none"> Provide excellence in customer service in an engaging and professional manner to all enquiries. Always model the Shire of Irwin's Values and Behaviours.
General	<ul style="list-style-type: none"> Carry out other duties as directed by the Manager Finance which may be reasonably expected within the scope of the classification level and skill base of the employee 	<ul style="list-style-type: none"> Duties are undertaken with accuracy and in a timely manner.

4.0 General Position Requirements	
Ethical Behaviour	Demonstrates a positive commitment and compliance with all legislation covering all forms of workplace discrimination, harassment, victimisation and bullying in accordance with the Shire's Code of Conduct and all policies.
Work Health and Safety	Ensuring duty of care which is compliant with WHS legislation and the Shire of Irwin policies and procedures. Follow all safety processes appropriately, including reporting injuries, accidents and near misses.
Risk management	Duties are performed according to the Shire of Irwin procedures and principles for risk management which includes WHS, appropriate to the position's duties as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Human Resource and Leadership	Participates in performance management processes; participates in leadership and development activities including induction, recruitment, and succession planning.
Records Management	Ensures all documents are recorded in accordance with the Shire's Recordkeeping Plan, policies and procedures. Ensures confidentiality is maintained at all times.
Strategic Vision	Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the Shire's strategic objectives as required.
Values we are committed to	<p>Creates and maintains a positive working environment while upholding the Shire's values of:</p> 

5.0 Behavioural Competencies

VALUE DESCRIPTION	EXEPECTED BEHAVIOURS
Innovation	<p>We are forward thinking and creative in our approach and strive to continuously improve the way we work.</p> <ul style="list-style-type: none"> ▪ I look for better ways of doing things ▪ I am open to feedback and change ▪ I encourage and embrace new ideas ▪ I foster creativity and think outside of the box ▪ I am solution focused
Accountability	<p>We will honour our commitments and responsibilities to achieve positive results in a transparent environment.</p> <ul style="list-style-type: none"> ▪ I lead by example ▪ I learn from my mistakes ▪ I am responsible for my actions ▪ I am committed to achieving my goals ▪ I acknowledge positive behaviour and successes
Integrity	<p>We always act in the public interest and are open, honest, fair and ethical in our interactions with others.</p> <ul style="list-style-type: none"> ▪ I am fair and consistent ▪ I am honest, trustworthy and reliable ▪ I effectively and actively communicate ▪ I conduct myself in a professional manner ▪ I am loyal and committed to the organisation
Respect	<p>We support and appreciate each other in an inclusive culture to ensure a sense of pride and enjoyment.</p> <ul style="list-style-type: none"> ▪ I am considerate of the needs of others ▪ I genuinely listen when others communicate ▪ I respect the roles and opinions of others ▪ I treat others how I wish to be treated ▪ I support, help and encourage my colleagues

6.0 Skills, Experience and Qualifications

SELECTION CRITERIA – ESSENTIAL REQUIREMENTS

Qualifications

- Tertiary qualifications or studies towards appropriate qualification and/or experience relevant to the areas of responsibility.

Skills, Knowledge and Experience

- Demonstrated competencies in financial management and/or accounting practices.
- Previous experience in Local Government Finance and Rates procedures; and knowledge of the *Local Government Act 1995* and Regulations would be highly regarded.
- High level of IT skills with experience in the use of SynergySoft highly regarded.
- Intermediate to advanced Microsoft Excel skills.
- A demonstrated high level of accuracy and numeracy with the ability to input and review data efficiently and effectively whilst managing competing priorities and deadlines.
- Demonstrated commitment to quality customer service and continuous improvement outcomes.
- Good written and verbal communication and public relation skills.
- Ability to maintain a high level of professionalism and confidentiality.
- Developed knowledge of reporting requirements within Local Government is desirable.
- Hold an unrestricted 'C' Class Driver's Licence.

Attributes

- Accuracy, precision, persistence and mathematical logical thinking.
- Demonstrated ability to develop and deliver appropriately targeted services, which meet the needs of the community.
- Ability to work with a wide range of service providers within a diverse rural region.
- Aptitude for learning to use new software.

7.0 Position Description Agreement

This Position Description is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The Shire of Irwin reserves the right to amend responsibilities as required to meet business and operational requirements.

I, the undersigned have noted and agreed to the values, statement of duties, responsibilities and other requirements as detailed in this document. This position description may be subject to change as required; any change of duties shall be discussed with the undersigned.

Date:	
Name:	
Signature:	
Review Date:	January 2024



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