



## POSITION DESCRIPTION

POSITION TITLE	Financial Accountant
DIRECTORATE - SECTION	Corporate Services – Financial Services
LEVEL - EBA	- Salaried
RESPONSIBLE TO	Coordinator Financial Services

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

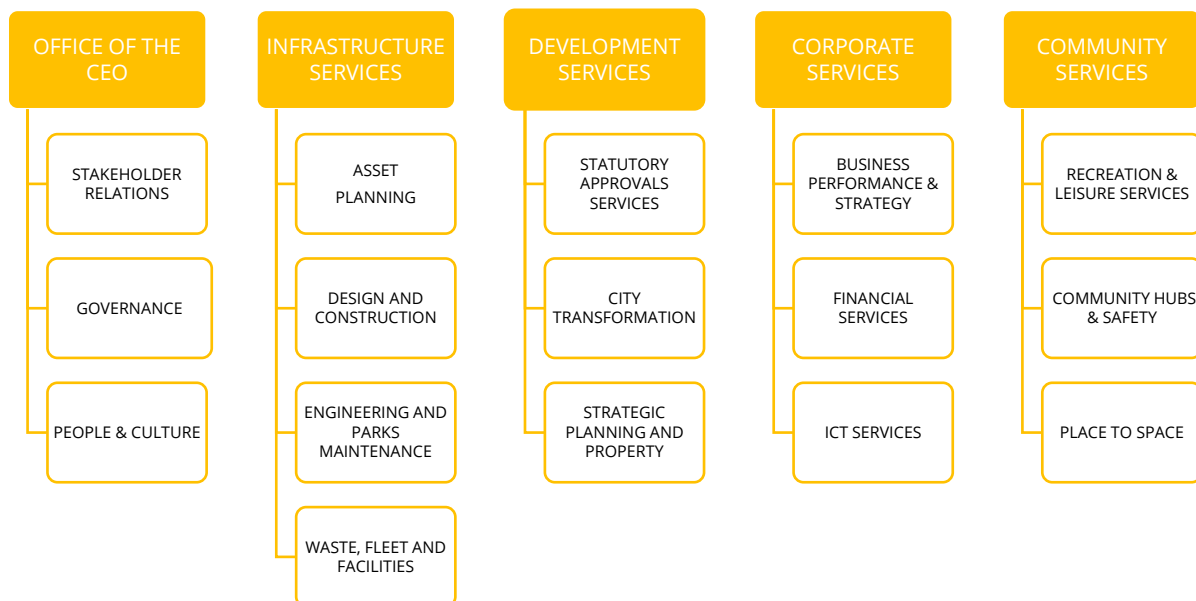
### OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

### OUR VALUES

SERVICE	Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
PROFESSIONALISM	Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
QUALITY	Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

## ORGANISATIONAL STRUCTURE & FUNCTIONS



## THE OVERALL OBJECTIVE OF THIS POSITION

Responsible for delivering class leading financial reporting, key balance sheet reconciliations, grant acquittal and business partnering within the City. The role ensures the City's compliance financial reporting in line with the Local Government Legislation and the Australian Accounting Standards is met.

## KEY RESULT AREAS

### EXECUTIVE (CEO AND DIRECTORS) SUPPORT

- Director Corporate Services and Manager Financial Services, through the Coordinator Financial Services, is fully and accurately informed and supported to ensure the best possible strategic and operational decisions are made; and initiatives and programs implemented, in relation to the development and delivery of financial services in the Financial Services section.

### STATUTORY REPORTING

- Preparation of the monthly and statutory financial statements.
- Assists in managing the relationships with Auditors and relevant agencies to ensure a seamless year-end audit of the City's financials.
- Assists in preparation of audit and risk committee reports as required.
- Ensures that all statutory reporting is compliant with relevant Local Government Legislation and Australian Accounting Standards Board pronouncements.
- Provide support and coordinate the completion of various grant acquittals and statutory returns.

### GENERAL ACCOUNTING

- Ensure month end and end of financial year processes are completed in an accurate and timely manner and all reconciliations are authorised by a senior finance officer.
- Ensure all subsidiary ledgers always balance to appropriate control accounts.

### STAFF MANAGEMENT

- In a future state, this role is set up to manage and lead the Finance Officer members ensuring that they are consistently provided with innovative and proactive leadership, guidance and support.
- Assist in the overseeing of the management of ATO reporting (BAS, Fuel Tax Credits, TPAR), bank, loan, lease, investment and reserve and trust registers..
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### CUSTOMER SERVICE

- Proactively maintain and further foster excellence in customer service values and culture throughout the City, with a consistently positive image of Council being promoted to the community.
- Maintain a high degree of engagement with business units enabling seamless financial operations.
- Provide accurate and timely Council Agenda papers.

- Liaises with other Local Government organisations to benchmark information, resourcing and business practices.
- Foster a culture of innovation and excellence through continual team improvement.
- Provide business partnering support to organisation as required.
- Supports the Finance Team in responding to service enquiries in a positive and timely manner.

### **TEAM MEMBERSHIP**

- Will be the backup for the Finance Officer roles which covers tasks such as BAS, Fuel Tax Credits, Bank reconciliations, Journals, etc..
- Create a positive team environment, identifying opportunities to collaborate, solve problems and improve service delivery.
- Supports the team to create a safe working environment and proactively identifies and reports safety hazards and improvements.

### **WORKPLACE HEALTH AND SAFETY**

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

### **WORKPLACE COMPETENCY**

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

### **TRAINING/QUALIFICATION(S)**

- Possession of a relevant financial qualification in ICAA(AU), CPA(AU) or CIMA(UK), or
- Possession of a relevant Accounting/ Finance or Business university degree
- Good Excel spreadsheet skills are required.

### **SELECTION CRITERIA**

1. Strong organisational and supervisory skills
2. Ability to work effectively in a team
3. Demonstrated time management skills
4. Excellent interpersonal and negotiation skills
5. Strong written and verbal communication skills
6. Strong knowledge of the Local Government Act 1995 and its associated Financial Management Regulations Act 1996 – Desirable
7. Good understanding and ability to interpret the Australian Accounting Standards pronouncements and impacts it will have on the City's Statutory Reporting.

## DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achieving our goals and objectives.

## DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's license allowing the holder to drive legally in Western Australia.

## AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

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REVIEWED BY: Rajesh Malde – Manager Financial Services  
DATE PD REVIEWED/APPROVED: 06 August 2025

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