



Schedule 2 - Position Description

Position:	Financial Officer
Position Number:	3022
Directorate:	Financial Services
Team:	Financial Services
Position Status:	Permanent Full-Time
Classification Level:	Level 3-4
Reports to:	Financial Controller
Accountable for:	N/A
Located	Longreach
Revised:	July 2024

Our Vision

Connecting Council and Community

Our Mission

Delivering Excellent Services

Our Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking

Position Objective

The role of the accountant is to support Council in achieving financial sustainability and a high level of financial performance. This is achieved by providing timely and insightful reports, maintaining financial records, and maintaining Council's fixed asset register.

This role understudies the Financial Controller and will include a diverse range of tasks as the incumbent gains experience in local government finance.

Key Responsibilities

Functional Areas	
Accounting	<ul style="list-style-type: none"> Understudy the Financial Controller and maintain Council's accounting systems, create reports, perform reconciliations, and assist people with accounting matters. Assist in the development of insightful and timely monthly reports, the annual budget and audited financial reports.
Asset Accounting	<ul style="list-style-type: none"> Develop and implement asset accounting activities including asset register maintenance, capitalisation, valuations, and disposals. Work closely with the Asset Manager to ensure Council's asset data is accurate, reconciled, and reliable.
Other	<ul style="list-style-type: none"> Other such relevant duties/tasks as required which would generally fall within the scope of this position as directed by the accountable supervisor and/or Chief Financial Officer.

Key Interactions

Internal	
Supervisor- (Financial Controller)	Have an effective relationship with the Financial Controller and be responsive to their directions to achieve the desired outcomes.
Finance Team	Have effective relationships with members of the Finance Team and work as an effective team member to achieve outcomes.
Externally	
Public	Uphold and maintain Council's community relationships by always behaving in an approachable and kind manner.

Inherent Requirements of the position

- Commitment to the highest ethical standards.
- Willingness to undertake further training as required.
- Demonstrate a commitment to Councils' core values through personal action.

Position Requirements

Skills

- Good communication skills with the ability to present ideas and advice at all levels of Council.
- Able to gain respect and create good working relationships across all levels of Council. To become a trusted business partner.
- Good attention to detail and a commitment to high quality work.
- Able to take initiative in improving processes to make them more efficient and effective.
- Able to understand how data is captured in the financial accounting systems and extracted to create reports.
- Able to learn and use new IT applications.
- High level of problem-solving skills, resourcefulness, and attention to detail.
- Excellent time management, organisation, and planning skills with an ability to prioritise and manage own time and meet critical timeframes.

Knowledge

- A thorough understanding of how to maintain a safe working environment.
- Sound knowledge of accounting concepts, principals, and standards.

Required Experience/Qualifications

- Demonstrated experience in financial reporting systems and Microsoft Office products.

Desirable Experience/Qualifications

- Holds or is working towards tertiary qualifications in accounting.

Delegations and Authorisations

Nil

Extent of Authority

- May set outcome/objectives for specific projects.
- Graduates receive instructions on the broader aspects of the work.
- Freedom to act within defined/established practices.
- Problems can usually be solved by reference to procedures, documented methods, and instructions. Assistance is available when problems occur.

Physical Requirements

Physical Demand Category

- Sedentary Work
- Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs.
- Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs.
- Heavy Work – Frequent lifting/carrying of objects weighing up to 25kgs.

Audio-Visual Demands

Depth Perception Colour Discrimination Peripheral Vision Hearing

Specific Actions Required

This job may include:

Standing/Walking

None
 Occasional
 1-4 Hours
 4-6 Hours
 6-8 Hours

Sitting

None
 Occasional
 1-4 Hours
 4-6 Hours
 6-8 Hours

Driving

None
 Occasional
 1-4 Hours
 4-6 Hours
 6-8 Hours

Work Environment

Attribute	Yes	No
Chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes/Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Repetitive Motions

Simple Grasping Fine Manipulation Pushing & Pulling Finger Dexterity Foot Movement

This Job Will Require

Manoeuvre	Frequent	Occasional	None
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Plant operation with maximum seat rating of 150kgs

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and LRC- SMS (*Longreach Regional Council's - Safety Management System*) incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

Employees of Longreach Regional Council have the following responsibilities for health and safety at work.

- Take reasonable care of their own health and safety and ensure that their actions do not adversely affect the health and safety of others.
- Comply with and follow all reasonable instructions for work health and safety (WHS) and cooperate with all reasonable WHS policies, procedures, guidance, instructions, and directions.
- To not intentionally or recklessly interfere with or misuse any substance or thing provided in the interests of WHS.
- Use Longreach Regional Council's WHS risk management approach, participate in risk assessments and assist in identifying and using control measures to eliminate or minimise WHS risks.
- Ensure safe work practices including operating and maintaining all machinery, equipment and plant in a safe way and holding licences and training where required.

- Report any worn out or defective tools or equipment or problems with tools and equipment.
- Comply with Council's induction and training requirements.
- Participate in meetings, training, consultation and other WHS activities such as inspections, incident investigations, and evacuation drills as required.
- Use, maintain and store personal protective equipment (PPE) in the appropriate manner.
- Be familiar with emergency and evacuation procedures for their work area and comply with instructions given by emergency response, including emergency wardens and first aiders.
- Report all problems with undertaking work, including concerns or signs of injury, discomfort, or ill health, immediately to their manager or supervisor.
- Report any unsafe situation, workplace hazard, injury, incident, or near-miss to their manager or supervisor immediately.
- STOP WORK if it not safe to continue and report concerns to their manager or supervisor.
- Assist in maintaining a high level of housekeeping, cleanliness, and tidiness.
- Undertake tasks as required to enable continuous improvement for WHS management.

Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	David Wilson, Chief Financial Officer
Signature:	
Date:	
Present Incumbent:	Vacant
Signature:	
Date:	