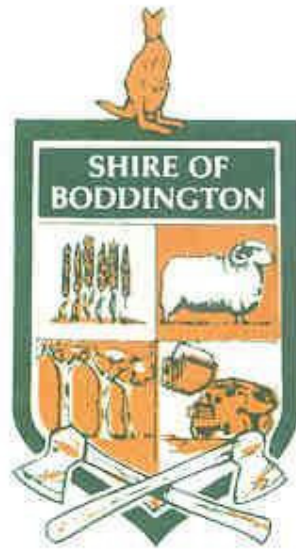


SHIRE OF BODDINGTON



ACCOUNTANT

POSITION DESCRIPTION

SHIRE OF BODDINGTON

ACCOUNTANT

Position Description

1. **TITLE:** ACCOUNTANT
2. **DEPARTMENT:** Administration / Finance
3. **BASIC FUNCTIONS:**

To oversee daily operations of Creditors and Payroll and to assist the Director Corporate Services in providing timely and accurate information reporting to Council, staff and customers. Preparation of BAS and FBT statements, and providing reconciliations of relevant accounting information will also be required.

4. **CONDITIONS OF EMPLOYMENT**

- 4.1 **Award Classification**

Negotiable, dependant upon qualifications and experience, (L5 – L7)
Estimated salary range of \$41,156 to \$49,940.

- 4.2 **Superannuation**

- a) Occupational superannuation (compulsory) - Council currently contributes 9% of salary.
 - b) Local Government superannuation (non-compulsory) - Council currently contributes up to 6% of salary on a one to one basis, employee contributing up to a maximum of 6%. All necessary requirements must be satisfied in accordance with the Local Government Superannuation Scheme.

- 4.3 **Annual Leave**

Four (4) weeks per annum with 17.5% Leave Loading after 12 months service.

- 4.4 **Long Service Leave**

After ten (10) years of service.

- 4.5 **Sick Leave**

As per Local Government Officers (WA) Award.

- 4.6 **Hours**

76 hours per fortnight.

8.30am - 5.00pm, Monday to Friday.

1 Rostered Day Off per four weeks if performing full time duties.

- 4.7 **Overtime**

Overtime may be paid at the discretion of the Chief Executive Officer.
The option of time-in-lieu will be negotiable on overtime hours.

4.8 Accommodation

Council does not provide housing for this position. A Housing Allowance is provided of \$75 per week.

4.9 Probationary Employment Period

In accordance with Council Policy, a probationary employment period of three (3) months shall apply. Employee performance will be subject to Executive assessment prior to confirmation of continued employment.

4.10 Uniform Allowance

Subject to budgetary provisions, Council's policy is to provide an annual uniform allowance of \$500 to administration staff, to be used specifically for the purchase of corporate clothing.

5. ORGANISATIONAL RELATIONSHIP:

5.1 Responsible primarily to the Director of Corporate Services and Chief Executive Officer.

6. KEY RESPONSIBILITIES AND DUTIES:

6.1 Financial

- Organise / ensure monthly Reconciliations as required for Financial Auditing .
- Prepare Business Activity Statement.
- Prepare Fringe Benefit Taxation Return.
- Maintain Council Asset Register.
- Maintain Council's records of Order Books
- Preparation of monthly financial statements to Council.
- Assist in preparation of annual budget and audit requirements.
- Relief in Accounts Payable, Receivable and Payroll.
- Monthly Bank Reconciliations for all bank accounts.
- Preparation of monthly reconciliation of BRB & BCITF.
- Assist in the preparation of Grant Applications.
- Maintain Council's Loan Register.
- Completion of Grant Applications and Grant Acquittals when requested.
- Preparation of Boddington Old School's and Hotham Landcare's financial statements monthly.
- Provision of general ledger accounts, job numbers with Synergy Soft.
- Approval of Creditor's invoices for payment.

6.2 Administration

- Routine office duties as directed by the Director Corporate Services and the Chief Executive Officer.
- Assist in the administration of the Computer System and Hardware.

- Maintain Council's insurance claims.
- Provide assistance to community-based groups ie Fire Bans, Harvest Bans
- Filing as per record keeping plan.

6.3 Occupational Health & Safety

Risk Management

- Comply with the Shire's Risk Management Policy Procedures
- Actively Participate in the Risk Management Program and Organisational Performance review and Evaluation Program
- Actively participate in the Shire's Continuous Improvement Program

Employees Responsibilities

- Conform with the duty of care requirements ensuring their own safety and that of others through the prevention of any adverse acts or omissions.
- Must comply with the safety procedures and directions agreed between management and employees with nominated or elected safety and health representatives
- Must not wilfully interfere with or misuse items or facilities provided in the interests of safety and health of Council employees
- Must use, store and maintain items, equipment and facilities provided in the interests of safety and health (protective clothing, machine guards, first aid provisions etc) in a manner in which he/she has been properly instructed.
- Must, in accordance with Council procedures for accident and incident reporting, report potential and actual hazards and accidents/incidents to their supervisor and/or safety and health representatives
- Must cooperate with the employer in the carrying out of their obligations (S 20 OS&H act)
- Must comply with the Council Work Injury Management Program

7. SELECTION CRITERIA

7.1 Essential

- Proven financial experience within all facets of accounting.
- Working knowledge of accounting and financial packages
- Excellent interpersonal skills and the ability to maintain a high level of confidentiality.
- Keyboard and data processing skills.
- Knowledge of MS Excel, Word and Outlook.
- Mathematical and Accounting skills with a proven high level of written and verbal communication and time management skills.

- Ability to supervise and work within a team environment.
- Public relation skills.
- Ability to prepare accurate procedures for duties.
- Applicant must pass a pre-employment medical examination.
- Applicant must provide a current police clearance.

7.2 Desirable

- Working knowledge of SynergySoft.
- Commitment to further training and professional development.
- Working knowledge of the local community and district.
- Completion of Year 12 Certificate with passes in English and Maths with a qualification in accounting or similar held in high regard.
- Hold a current "C" class motor vehicle license.
- Developing knowledge of Local Government protocols.
- Ability to manage and oversee projects.

Accepted

_____ **Dated** _____
Employee

_____ **Dated** _____
Approved by DCS

Reviewed _____