

<b>POSITION TITLE</b>	<b>Statutory Accountant</b>
<b>DEPARTMENT</b>	<b>Corporate &amp; Community Services</b>
<b>GROUP</b>	<b>Finance</b>
<b>LOCATION</b>	<b>Mareeba</b>
<b>CLASSIFICATION / LEVEL</b>	<b>LGOA Level 7</b>
<b>REPORTS TO</b>	<b>Manager Finance</b>

### Department Summary

The Corporate and Community Services Department ensures an integrated approach to the delivery of internal organisational services and the provision of external services of Council to the community.

Department business units include:

- Finance
- Customer & Community Services
- Human Resources
- Information Systems & Governance
- Planning & Building Services

### Position Summary

The Statutory Accountant provides accounting support to the Manager Finance and is responsible for coordinating the delivery of statutory reporting services. This includes the preparation of financial statements, as well as managing procurement and insurance services to ensure compliance with legislative and organisational requirements.

### Key Responsibilities

- Prepare accurate and timely reports, including the Annual Financial Statements, for presentation to Council and external auditors, while liaising with both internal and external audit teams
- Prepare and maintain grants, subsidies and submissions for any financial assistance programs available including preparation of all accounting returns required for grants commission, QTC financial sustainability forecast and acquittals
- Reconcile accounts and subsidiary ledgers within Council's financial management systems, including control accounts, petty cash and floats
- Prepare and review procedures and processes to ensure compliance with accounting standards, legislation and taxation obligations (e.g., FBT, BAS, PAYG, payroll tax)
- Monitor and manage Council's financial accounts and investments, ensuring sound financial stewardship and compliance with relevant policies
- Oversee the maintenance of the Council's asset register, ensuring alignment with legislative requirements and Council policies
- Supervise procurement processes, ensuring compliance and achieving best value-for-money outcomes for Council
- Oversee Council's insurance coverage and claims, ensuring appropriate risk management and coverage

- Manage, motivate and assist all staff within the department to monitor progress of financial ledgers, reports and assets to ensure no delays are encountered for financial statement preparation to internal and external parties
- Make recommendations in respect of procedures, paper flow and processing controls relating to all financial systems including internal control
- Other reasonable duties as directed from time to time

### **Skills and Knowledge**

- Well-developed interpersonal skills, including a demonstrated ability to effectively liaise, consult and negotiate with Council staff, government officers and members of the community
- Strong self-motivation and organisation skills and the ability to work constructively as part of a team or autonomously
- Ability and willingness to take the initiative to ensure efficient and effective financial reporting is achieved by all sections within Council
- Strong analytical, problem solving, prioritising, time management and quality assurance skills
- Demonstrated high level of ability in the preparation and presentation of substantial, complex reports and submissions including the formulation of recommendations
- Comprehensive knowledge of the Local Government Act 2009 and Local Government Regulation 2012

### **Qualifications and Experience**

#### ***Essential (Mandatory for the Position)***

- Current Queensland C class driver's licence
- Relevant tertiary qualifications within the discipline of Accounting with 3 years accounting experience in a government / commercial environment
- Membership or eligibility for membership into CPA or Chartered Accountant
- Demonstrated knowledge and experience in the preparation of annual financial statements, long term financial plans and tax compliance reporting (including GST, FBT and payroll tax) in accordance with relevant standards, legislation and guidelines
- Demonstrated detailed understanding of the application of Australian Accounting Standards and general accounting principles
- Consistent track record of achievement in delivering high-quality, customer-focused financial and associated management reporting

### **Leadership Competencies**

People in supervisory roles play a vital role in the successful operation of Council functions and the engagement and productivity of employees. This position is required to demonstrate the behaviours and competencies outlined in the attached Schedule L1 - Leadership Competencies.

### **Environmental Obligations**

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

### **Workplace Health and Safety Obligations**

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with Council's Safety Management System – SAFE PLAN - and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

Employees may be required, at Council's discretion, to undertake First Aid Officer, Fire Warden and other Workplace Health and Safety related functions and roles in accordance with their WHS responsibilities as outlined in the Statement attached in Schedule 3. When employees are required to perform these functions and roles, Council will provide relevant training.

## **SCHEDULE L1 LEADERSHIP COMPETENCIES**

Leadership is a vital element of every supervisory position, whether it is at foreperson, supervisor, coordinator or manager level. Following are examples of the behaviours and competencies supervisors at all levels are expected to demonstrate in their work each day. This is not intended to be an exhaustive list.

### **Act as a role model on behalf of Council**

- Model the values and principles outlined in the Employee Code of Conduct. Lead by example, follow policies and procedures and do not walk or drive past a non-compliance without addressing the issue
- Act professionally as a representative and leader of Council - within and outside of working hours
- Treat others with respect, dignity, honesty and sensitivity. Do not participate in overbearing or intimidating behaviour, belittle others or behave in a manner which may make others feel humiliated or degraded

### **Lead teams effectively**

- Share information with team members that is vital for their effective work performance and which gives them context to decisions made by their supervisors or managers
- Ensure workloads are distributed fairly and equally amongst team members and that nobody feels left out or treated differently to the rest of the team
- Drive continuous improvement and embrace and adapt to change. Encourage employees to bring up suggestions for improvements and initiative, consider them and provide feedback on the outcome
- Identify problems and come up with solutions, seek the team's input when appropriate. Mentor others to find their own solutions rather than always giving them the answers
- Be decisive, make decisions equally and fairly for everyone and follow Council guidelines, policies and procedures

### **Foster excellent performance and address performance issues**

- Develop team objectives in line with Council goals and core values. Set clear expectations for team members and provide regular constructive feedback
- Empower team members to perform in their roles within their capabilities and level of responsibility while providing them with guidance and direction when needed
- Manage performance in a timely manner - give praise where praise is due and address problems when required, in a constructive manner. Hold team members accountable
- Support team members to improve their skills, become more experienced and to be successful in their roles. Encourage professional development

### **Work as a united team**

- Implement decisions made by management and provide team members with as much context as possible
- Work effectively and cooperatively with other departments so as to achieve overall positive results

**SCHEDULE S2  
WHS RESPONSIBILITY STATEMENT**

**Managers, Coordinators & Supervisors**

Managers, coordinators and supervisors are responsible and accountable to their department director for the health and safety of all employees, contractors, visitors and volunteers at workplaces that are under their control. Responsibilities include:

1. Performing all work in a safe manner and ensuring a safe work environment and safe system of work are provided for all employees, contractors, visitors and volunteers
2. Implementing, maintaining and monitoring the WHS Management System – SAFE PLAN (WHS Plan) and Monthly Action Plans (MAPs) within their area of responsibility
3. Being aware of WHS key performance indicators (KPIs) that have been set by management for their area of responsibility
4. Assisting with the development and implementation of departmental WHS policies, procedures and work instructions and compliance with them
5. Providing information to employees through team meetings, toolbox talks or information sessions in relation to WHS
6. Ensuring hazard inspections are conducted at all relevant workplaces in accordance with the ‘Hazard Inspection Matrix’ and hazard checklist, and corrective actions to eliminate hazards are taken where possible
7. Ensuring risk assessments are conducted and recorded for all identified hazards including hazardous substances, operation of plant and prior to the implementation of new work practices.
8. Acquiring and maintaining a sound knowledge of the safety risk profile of the department and developing meaningful risk controls for the relevant area of responsibility.
9. Ensuring all incidents, serious bodily injuries, work-related illnesses or dangerous occurrences, including near misses, are reported to the WHS Advisor within the required timeframes
10. Support safety in the workplace by undertaking First Aid Officer, Fire Warden and other WHS related functions in your workplace
11. Identifying employee training needs and ensuring that no employee is required to undertake a task without first receiving training in the safe method of work or adequate safety instructions.
12. Ensuring all new employees and internal transferees are given job induction training and appropriate job safety instructions
13. Enforcing the wearing of all required personal protective equipment (PPE), provide training in the use of PPE and ensuring that the equipment is worn correctly
14. Ensuring a high standard of housekeeping is maintained within their area of control
15. Ensuring that no hazardous substance is purchased or used without first carrying out a risk assessment and gaining approval from the relevant person
16. Ensuring all employees under their control are aware of first aid locations, fire protection facilities, evacuation and other emergency procedures
17. In liaison with the Workplace Rehabilitation Coordinator, implementing rehabilitation procedures and facilitating early return to work for injured employees including the identification of positions that are suitable for rehabilitation placements
18. Attend WHS Committee meetings if and when required
19. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position

I have read and understand the above Position Description, Leadership Competencies (L1) and WHS Responsibility Statement (Schedule S2).					
<b>INCUMBENT NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	
<b>SUPERVISOR NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	

Last updated: 25 March 2025