

Systems Accountant POSITION DESCRIPTION



Position Number:	1032
Department:	Corporate Services
Section:	Finance
Unit:	Financial Systems
Position Status:	Permanent Full Time
Classification:	Level 5 – Rockhampton Regional Council Certified Agreement 2022 – Internal Employees
Reports To:	Financial Systems Supervisor
Revised:	February 2023

General Position Statement

This position supports Council's direction by assisting with the reporting and administration for the Financial Systems team in a professional, efficient and confidential manner, developing good working relationships with all staff and the public.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Working as part of a small team to assist with implementation, upgrades and integration of Council's Finance system including any future modules.
- Assist in reviewing and testing system changes and upgrades utilising technical financial knowledge to ensure audit requirements are met.
- Assist with supporting the Asset Accounting team by providing technical financial support in line with system requirements and Accounting Standards.
- Design, create and maintain reports across the Finance system ensuring the accuracy of data produced through comprehensive testing and review.
- Provide support and assistance to users across the Finance system through training, documenting and updating user manuals, detailed documentation and policies and procedures including user maintenance within the system.
- Ensure a high level of customer service through the maintenance of customer service standards.
- Assist with maintaining sufficient system controls to minimise any risk to the security of financial information in accordance with statutory requirements, Council policy and the unit's objectives.
- Undertake specialised projects as directed.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Systems Accountant POSITION DESCRIPTION



Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Strong analytical and problem solving ability with ability to design processes and achieve results.
- Proven capability in functional systems administration, including report writing, understanding data structures, systems interfacing and ability to troubleshoot.
- Significant working knowledge or ability to quickly acquire knowledge of relevant Local Government operations and legislative framework.
- Significant working knowledge of Accounting Standards and concepts.
- High level proficiency in comprehensive report writing and demonstrated ability to produce logical, plain English, and professional written communication.
- Demonstrated strong capacity to plan workload, achieve set goals and meet deadlines.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Goal Setting – Ability to set, define and deliver goals that are SMART – Specific, Measurable, Achievable, Relevant and Timely.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Ability to effectively operate Council's computer systems including the TechnologyOne Ci Anywhere Suite and the MS Office Suite.

Qualifications

- Tertiary qualifications in an appropriate accounting discipline or studies towards such qualifications.

Desirable Qualifications and Experience

- Possess a current CPA membership (or similar professional qualification) or the ability to obtain.

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council.

Additional Requirements

- Ability to work in an office environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence.

Systems Accountant POSITION DESCRIPTION



- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Acknowledgement

This job 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:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	