

Coordinator Accounting Services

POSITION DESCRIPTION



Position Number:	2636
Department:	Organisational Services
Section:	Finance
Unit:	Accounting Services
Position Status:	Contract Full time
Classification:	Limited Term Contract
Reports To:	Manager Finance
Revised:	August 2026

General Position Statement

This position supports Council's direction by effectively managing the functions of the Management Accounting, Asset Accounting, Commercial Accounting and Treasury Accounting teams, providing specialist and professional financial advice to the Manager and the wider organisation. The role contributes to informed decision-making, strong financial controls, continuous improvement and the achievement of Council's long-term financial sustainability objectives.

Specific Responsibilities

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

- Provide high level professional accounting, financial and managerial support within the Finance section.
- Build a high performing team that is results orientated.
- Manage the various functions of the unit by planning, designing and implementing initiatives to enhance organisational effectiveness.
- Prepare and coordinate the annual budget and regular revisions including the maintenance of council's long-term financial plan to support Council's financial sustainability.
- Coordinate the External Financial Reports for Council and external audit thereof.
- Involvement in Internal Audit processes that have a financial requirement/input.
- Develop budgets and operational plans for the unit.
- Ensure compliance with policies and procedures of Council as well as external requirement in respect to Financial Reporting and Treasury matters.
- Manage all taxation compliance work in accordance with the relevant taxation legislation applicable to council.
- Assist the Manager Finance to prepare and coordinate the preparation of Council's Accounting policies and other documents to support the budget.
- Ensure sufficient financial controls to minimise any risk to the security of financial information in accordance with statutory requirements, Council policy and the unit's objectives.

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POSITION DESCRIPTION



- Ensure overall organisational financial management satisfies Corporate and Legislative requirements as well as requirements defined from time to time in the Corporate Plan, Operational Plan, Financial Strategy and Programme Budget.
- Maintain the integrity of Council's financial information, including the chart of accounts and general ledger, through overseeing the development of procedures, reconciliations and regular reviews.
- Manage financial information to ensure that accurate, relevant and timely reporting occurs at all levels of the organisation in your area of responsibility.
- Contribute to a customer service focused culture that is committed to Council's values and strategic objectives.
- Manage the unit's human and physical resources in an efficient and cost effective manner.
- 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.

Position Requirements

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

Skills/Competencies

- Proven experience within a key leadership role with ability to mentor members of the team, identify training needs and drive your team forward.
- Experience providing strategic support to management on all matters relating to the day-to-day management of financial operations
- Strong work history within a large corporate financial environment with experience within all facets of accounting and working knowledge of relevant Local Government operations and legislative framework.
- Ability to effectively operate Council's computer systems including the TechnologyOne Ci Anywhere Suite (R1 and ECM), Pathway and the MS Office Suite.
- 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*.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- 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.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.

Coordinator Accounting Services

POSITION DESCRIPTION



- Manage Career/Development – Ability to identify development activities required to perform current role and opportunities to develop to meet career expectations (as applicable).
- Manage Resilience and Wellbeing – Commitment and the ability to participate in safety programs to support safety, health and wellbeing in the workplace.
- Proven research and analysis skills with experience drafting a range of reports and professional written communication.

Qualifications

- Degree qualifications in an accounting field along with substantial experience in leading and managing in a Local Government Environment.
- Current CPA membership (or similar) is desirable.

Behaviours

- *Customer Service* – Ensure service delivery and advice remain focused on Council's customers and community outcomes.
- *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* – Act in accordance with Council's Code of Conduct.
- *Council Values* – Demonstrate behaviours aligned to Council's values: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development*.

Leadership Capabilities

- *Council's Leadership Capability Framework* – meets standards of performance and behaviours in line with our Leadership Capability Framework and leadership level *Tactical Leadership: Build and maintain Trust; Deliver Results, Customer and Community Driven, Lead and Enable Change and Commit to Personal Growth*.

Additional Requirements

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

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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 Finance
Signature:	
Date:	
Employee:	
Signature:	
Date:	

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Appendix A: Leadership Capability Framework – Leadership Level Tactical Leadership (Managers and Coordinators)

Key Leadership Capabilities	Leadership Standard / Behaviour	Standards / Behaviours Required at this Leadership Level
Build and Maintain Trust	Engage and Inspire our People	Promotes Council's vision and values. Engages and inspires others through aligning work with the vision.
	Empower our People	Coaches, mentors and empowers others through building trust and confidence across Council.
	Enable Teamwork and Collaboration	Identifies opportunities and enables respectful teamwork and collaboration across Council.
	Effectively Communicate across the Organisation	Fosters open and transparent communication and the sharing of information across Council.
	Build Effective Enduring Relationships	Strategically expand own and team's networks to ensure success.
Deliver Results	Manage People Performance	Ensure that teams understand the alignment between their work and Council's vision, mission, purpose and plans and receive support to successfully deliver against those.
	Develop our People	Provide development and coaching and mentoring opportunities to others.
	Demonstrate Ethical and Accountable Decision Making	Develops own and supports others to develop organisational, political and situational awareness and supports navigation of same.
	Demonstrate Organisational and Situational Awareness	Makes complex decisions in the absence of clear rules and processes.
	Maintain a Strategic Focus	Develops strategic direction for section/unit in line with Council's strategic direction, values and input from team.
	Plan and Organise Resources	Ensures group delivers against operational plans and KPIs through facilitating the delivery of quality work, safely, within budgets and deadlines.
Customer / Community Driven	Be Customer and Community Focused	Supports and enables teams to ensure the delivery on the purpose of Council and delivering what's best for the customer and community.
	Manage customer and stakeholder relationships	Leads, develops and supports a customer and stakeholder focused team.
Lead and Enable Change	Lead Change Effectively	Leads and champions organisational change.
	Lead Continuous improvement and Innovation	Ensures that the benefits of continuous improvement opportunities are realised across Council.
Commit to Personal Growth	Commit to Personal Growth and Learning Agility	Maintains own learning agility and enables others in their personal growth.
	Lead with Emotional Intelligence	Role model values based leadership and continued focus on building resilience and leading with emotional intelligence.

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Key Leadership Capabilities	Leadership Standard / Behaviour	Standards / Behaviours Required at this Leadership Level
	Build and maintain Technical and Operational Competence	Enables others to develop and maintain technical and operational competence.