Yorke Peninsula Council

'To be a thriving peninsula, proud of our heritage, lifestyle and diverse, vibrant communities. A great place to live, work and play.'

Financial Accountant

APPLICATION KIT

Important

Applicants must submit applications in accordance with the principles outlined within the Job Application Information Sheet.

Each application must address the selection criteria within the Application Kit.

Applications can be submitted by:

MAIL

Bobbi Pertini
Manager People, Culture & Safety
Yorke Peninsula Council
Position No. 4224 Financial Accountant
PO Box 57
MAITLAND SA 5573

IN PERSON

Reception via:

- Maitland Office – 8 Elizabeth Street
- Minlaton Office – 18 Main Street
- Yorketown Office – 15 Edithburgh Road

EMAIL

admin@yorke.sa.gov.au

(Council will bear no liability for email applications submitted but not received)

Application Closing Date 5.00pm Friday 21st June 2019.

Council is an Equal Opportunity Employer, is smoke free and committed to a safe and healthy workplace.

Andrew Cameron
CHIEF EXECUTIVE OFFICER

Financial Accountant

Section	Corporate & Community Services
Stream	General Officer
Level	4/5
The Job	The position is responsible for the coordination of tasks and preparation, control and monitoring of Council's financial reporting and compliance activities.
Position Number	4224
Position Hours	76 hour fortnight (some out of hours work may required).
Position Benefits	Employees enjoy an amazing range of benefits which include: - 9.5% employer contributed superannuation into a fund of your choice; - generous salary packaging arrangements; - Corporate Health programme with annual health checks, skin cancer assessments and flu injections; - driver licence allowance; - flexible employment opportunities; - job security; - professional development opportunities; - emergency services leave; - family/carers and parental leave; - long service leave; - portability of leave within SA local Government; and - equal opportunity employment.
Position Status	Permanent full time
The Person	The successful applicant must have accounting qualification and professional membership with the ability to apply accounting concepts, standards and legislation to achieve outcomes.
Salary	Level 4/5 – starting at $72,246 to $82,316 p.a. plus statutory superannuation. (In accordance with the Yorke Peninsula Council Municipal Officers Enterprise Agreement No 4, 2016).
Medical	A compulsory pre-employment medical examination must be undertaken.
Location	Maitland Office, however appointment is to the Council, therefore the successful applicant may be required to undertake duties at other locations.
Probation Period	13 weeks
Information	Further information about the position can be obtained from Sid Jain, Manager Financial Services on 8832 0000.

Guidelines for Applicants

Thank you for your interest in working with the Yorke Peninsula Council is an equal opportunity employer and uses merit-based selection techniques. Please read these guidelines carefully as they are designed to help you understand Council's selection process and to put forward your best case for appointment.

Once you have found a vacancy that you would like to apply for, you should collect as much information about the position as you can.

Included in this information package is a copy of the position description which provides comprehensive information about the position, including duties and responsibilities. The position description also contains the essential and desirable selection criteria i.e. the knowledge, skills and experience required to do the job. It is the selection criteria that form the basis for making a merit-based selection decision.

If you require additional information about the position, you may speak to the contact person named in the advertisement.

Your application

When you apply for a position with Council, the key to gaining an interview is your written application. A good application shows why you are the best person for the position and how your knowledge, skills and experience match the selection criteria. Your application should contain:

- A completed Application for Employment form ***(essential)***
- Your statement addressing the selection criteria ***(essential)***
- Your resume ***(essential)***
- A brief covering letter ***(optional)***

Statement addressing the selection criteria

Short listing (or selection for interview) is based on how well your skills, knowledge and experience meet the selection criteria. Therefore you must include a statement addressing the selection criteria in your application. If not, you are unlikely to get an interview.

Make a separate heading for each selection criterion and for each one, describe your knowledge, skills and experience and how they relate to the job. One way to do this is by providing relevant examples of the work you have completed in your previous and current employment. For example, it is not sufficient just to state, "I have strong project management skills." Ideally you should give a description of the projects you have managed, what you did on those projects, and what was achieved. This will enable the selection panel when assessing your application, to develop a good understanding of your capabilities. You should also emphasise your major achievements as well as any transferable knowledge and skills that may have been gained outside of paid employment.

Your resume

Prepare a resume (or curriculum vitae) which is clear, concise, up-to-date and includes:

- Personal details
- Education and training
- Employment history (name of organisation, period of employment, job title, major duties and responsibilities, main achievements)
- Skills/experience gained outside of paid work
- Contact details for two referees

The application form

Complete the 'Application for Employment Form' and enclose it with your application.

Important notes

- Please ensure that your application and attachments are securely held together and avoid sending them in folders or binding.
- Applications submitted past the closing date are not accepted unless written advice of intention to apply was received before the closing time and the formal application is received within an agreed time frame.
- Applications that are unsolicited or do not address an advertised position will not be considered and are discouraged by Council.

Interview and Selection

Reviewing Applications and Preparing a Shortlist

The first step in the selection process is to review all received applications and prepare a shortlist.

Applications are assessed against the essential and/or desirable selection criteria found in the position description. Applicants who best meet the selection criteria will be short-listed and contacted for an interview. Those who do not meet the selection criteria or who are not competitive with other applicants (due to lesser experience or qualifications) will not be short-listed for an interview and will be notified in writing as soon as practicable.

The Interview and Other Work Tests

Relevant members of council staff will conduct the interview. Interviews are conducted in a structured manner and questions based on the selection criteria.

Applicants will be asked to give examples of how they have performed in situations similar to those they will face in the job. The interview allows the selection panel to create a clear picture of the applicant's past knowledge, skills and experience as they relate to the functions and responsibilities of the job. The selection panel may use a number of methods in addition to the interview to assess the applicant's ability to perform a job. For example, applicants may also need to demonstrate competency on an item of plant or complete a problem-solving exercise.

It is a good idea to prepare for your interview. Some handy tips include:

- Think about the types of questions you might be asked at an interview and practise your answers out loud;
- Think about your strong points and major achievements;
- Think about how your knowledge, skills and experience relate to the requirements of this job

During the interview it is a good idea to:

- take your time – think about your answer;
- ask for clarification if you don't understand any of the questions;
- give relevant and complete information;
- describe what you were responsible for and what you achieved;
- talk with confidence and in a positive manner;
- give specific examples of your past work to support your answer
- avoid exaggerating

Council will endeavour to meet any special requirements you may have to enable you to attend the interview, such as building access or communication assistance. Please inform the HR Officer of any requirements at the time you are invited to attend an interview. The Yorke Peninsula Council does not reimburse interview expenses.

Reference Checks

After the interviews have taken place, Council will contact the nominated referees of the preferred applicant(s). It is important that the referees you nominate can support the information you provided in relation to your work behaviour and performance and are aware that they may be contacted.

Pre-employment medical examination

In the interest of providing a safe and healthy workplace, our recruitment and selection process includes a pre-employment medical examination. The medical will be conducted at Council's expense.

Notification

If your application is successful, you will be telephoned and offered the position. A written offer including conditions of employment will then be forwarded by mail.

After an offer of employment has been made and accepted, all other applicants will be notified of the outcome by letter. This process is normally completed within two weeks of the interviews being conducted.

Further Information

For assistance, guidance or feedback in the preparation of your application, feel free to contact Council's HR Officer, Carina Congdon in person at the Maitland office, 8 Elizabeth Street, Maitland or by phone (08) 8832 0000.

Application Checklist

Your application ***must include***:

- ☐ This completed application form;
- ☐ A copy of your full resume or curriculum vitae;
- ☐ Your statement addressing the selection criteria; and
- ☐ A covering letter (optional).

The Council

Council is very progressive, proactive, innovative and forward thinking and is proud of its achievement in becoming the first Council in the state to gain Quality Certification across its entire operation. The Yorke Peninsula Council covers an area of 5,834 square Km, is approximately 175km from north to south and an average width of 30Km, with 485Km of coastline.

The Council's population is estimated to be approximately 11,200, with in excess of 180,000 people enjoying the peninsula while en route to visit Innes National Park each year. Extensive development is currently taking place at Port Vincent, Stansbury, Point Turton and Marion Bay. This emphasizes the potential of the Yorke Peninsula.

The Area

South Australia's Yorke Peninsula is an easy 2 hour drive from Adelaide. The Peninsula is a draw card for boating, fishing, diving and swimming in the calm waters surrounding most of the peninsula, in addition, the hollow beach breaks and powerful reef set ups in the southwest corner are ideal for surfers. The Peninsula also caters for bushwalks, cliff top and shoreline rambles or just leisurely relaxing by the sea.

Yorke Peninsula Council

Application for Employment

POSITION NO: _____

POSITION APPLIED FOR: _____

PERSONAL DETAILS:

Surname: _____ Ms/Mrs/Miss/Mr

Given Names: _____

Home Address: _____ Postcode: _____

Postal Address _____ Postcode: _____

Contact Numbers: Home _____ Work _____

Mobile _____ Email _____

ADDITIONAL INFORMATION

Please indicate the basis on which you are eligible to work in Australia.

- ☐ Australian Citizen
- ☐ Permanent Resident
- ☐ On a Working Visa

Have you any known condition which the Council will need to accommodate either for interview or for you to perform the duties of the position for which you have applied? Yes / No

If so, please give details _____

_____

_____

Where did you see this position advertised? _____

SELECTION CRITERIA

The position for which you have applied requires certain skills, knowledge and experience considered essential and desirable in performing the duties of the position. This selection criteria is listed in the position description and will be used to assess your application.

In addition to completing this application form, please ensure that you list each of the selection criteria and state how your experience, skills, qualifications and knowledge enable you to meet them, so that the selection committee can form an accurate opinion of your eligibility for the position.

DECLARATION

I declare that all the information supplied in this application and any attached documents are true and accurate, and I understand that if I provide any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be subsequently terminated at any time.

Signature_____

Thank you for your interest in applying for this position

'Equal Opportunity in Employment and Appointment on Merit are Council Policy'

Yorke Peninsula Council

Position Description

The attached position description (PD) and associated information should not be considered as a comprehensive, complete and/or exhaustive list of responsibilities, criteria or outcomes for the position.

Instead, the PD is intended to offer a concise account of the general nature of the work that Council requires to be undertaken, including the type and range of skills, qualifications and experiences that the Council believes the incumbent should possess in order to competently undertake the duties.

You can and will be asked to undertake duties within your competence, skills, abilities and training that may not be mentioned in the attached documents.

The incumbent should be aware that their role and position within Council is dynamic. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is highlighted and expected by the Yorke Peninsula Council.

People and jobs develop over time, so the attached PD is a 'living document' and your active involvement in the evolution of the document is critical.

Our Culture

In our workplace we value and support each other. To achieve this we commit to the YPC Staff Values and Behaviours:

Accountability
Customer Commitment
Integrity
Innovation
Collaboration

Incumbent Initials:

Yorke Peninsula Council
POSITION DESCRIPTION

Title:	**Financial Accountant**
Stream:	**General Officer**
Level:	**4/5**
Section:	**Corporate and Community Services**

Position Objectives

Responsible to the Manager Financial Services for the coordination of tasks and preparation, control and monitoring of Council's financial reporting and compliance activities, including, but not limited to, preparation of financial statements and reports.

Key Responsibilities

- Timely preparation of Council's Annual Financial Statements and associated Returns and Schedules in accordance with relevant Australian Accounting Standards, Local Government legislation and the Model Financial Statements.
- Participate in continual reviews of Council's accounting and reporting systems and chart of accounts in order to comply with the current accounting regulations and Australian Accounting Standards.
- Ensure all relevant month end balance sheet reconciliations are completed in a timely and accurate manner within one day of the end of the month.
- Develop and maintain a business partner relationship with internal and external customers and stakeholders to assist with financial analysis, modelling and provision of advice and training regarding financial management and compliance matters.
- Prepare and lodge annually in a timely and accurate manner Council's Fringe Benefits Tax Returns, ensuring that Council's accounting records comply with all statutory requirements and tax paid is minimised within legislative framework.
- Prepare ESCOSA, Grants Commission and other legislative returns as required.
- Liaise with and assist Council's internal and external auditors in regard to audit of Annual Financial Statements, Internal Controls and other audit programs, as directed by the Manager Financial Services.
- In consultation with the Manager Financial Services, provide advice conducive to the documentation and maintenance of controls, policies and procedures for Finance and Council activities.
- Undertake checking and authorisation of Accounts Payable, Accounts Receivable, system exception reports and journals as required.
- Supervise, guide and mentor the Financial Operations Officer – Accounts Payable (No 4206) (and any other Finance staff if required) to achieve team outcomes and targets.
- Research, analyse and provide specialist advice in delivering specific projects and reports as required by the Manager Financial Services.
- Assist the Accountant – Financial Management in the preparation of the annual budget and quarterly budget reviews.
- Act for the Manager Financial Services in his/her absence as and when required.
- Establish and maintain relevant financial registers as required pursuant to the Local Government Accounting Regulations.
- Attend Council and Committee meetings as required by the Manager Financial Services.
- Manage the financial aspects of Council's asset management systems and registers and information in accordance with legislative requirements with an emphasis on correct asset classification, useful lives, residual values and valuation methodologies.
- Review depreciation levels to ensure it is not overstated and ensure depreciation is calculated monthly and allocated to relevant asset classes in Council's accounting and financial reporting system.

- Provide asset accounting, reporting and project planning support through the organisation with a particular emphasis on completion of reconciliations of asset movements, capitalisation of assets and reporting for funding purposes.
- Responsible for ensuring timely and accurate calculation and accounting for Council's fleet operating costs, plant hire costs and allocations, fuel allocations, inventory and stock control.
- Take leadership role in identifying issues relating to asset management and financial accounting and developing strategies to address those issues.
- Assist Assets and Infrastructure Services staff with preparation and review of annual 'fair value' asset valuations and update registers and records as required in preparation for annual audit.
- Assist the Manager Financial Services in preparation and review of Council's Long Term Financial Plan.
- Undertake other duties within the scope of this role and assist in other areas of the Financial Services team as directed during absences and busy periods.

Specialist Knowledge and Skills

- Working knowledge of the use of MS Office suite of products with comprehensive knowledge of Excel.
- Ability to interpret various Acts and Regulations applicable to position.
- Be self-motivated, exercise initiative and judgement, and work effectively within a team environment.
- Demonstrated time management skills to ensure attainment of deadlines and results and cope with attendant work pressures.
- Well-developed interpersonal skills involving verbal and written communication.
- Have strong analytical, problem solving and numeracy skills.
- Ability to impart knowledge onto other officers via formal and informal training methods and mentor others.
- Well-developed report writing skills to a standard suitable for Corporate Management, Council and external readers.
- Demonstrate a clear understanding of the intention and application of the statement of accounting concepts, Accounting Standards, the Local Government Accounting Regulations, the Local Government Act, the Fringe Benefits Tax Act and the Goods and Services Tax Act.
- Expert understanding and demonstrated working knowledge of the development of end of year financial statements and associated notes, schedules and returns.
- Good understanding of budgeting, financial planning and management reporting as applicable to a similar organisation.
- Demonstrated computer literacy with a general knowledge of network and personal computer systems.
- Demonstrate a strong working knowledge of the operation and maintenance of manual and computerised Accounting systems and packages and all facets of Local Government accounting.
- Considerable experience in office procedures and practices as they relate to Local Government.

Experience and/or Qualifications

- Accounting qualifications (Degree) enabling entitlement to membership of relevant professional body.
- Maintain relevant qualifications, licences, skills and competencies relevant to the role.

Training

- Appropriate on the job training as required.
- Attendance at Employer sponsored courses relating to financial functions.
- Attendance at Seminars and Conferences to keep abreast of changes in Accounting Concepts, Acts and Regulations that will impact on Council's administration procedures, policies and activities as they relate to the position.
- Undertake training as appropriate, to develop and maintain competencies.

Organisational Relationships

- Responsible to the Manager Financial Services.
- Supervision of the Financial Operations Officer – Accounts Payable No 4206.
- Close working relationship with other members of the Financial Services team.

Extent of Authority

- Authority to exercise a degree of autonomy and establish priorities within areas of responsibility.
- Exercise a degree of judgement in planning own work.
- Work under general direction with assistance usually available.

Accountability

- An annual review of staff performance will be carried out by Council. Written confirmation of this review and discussion of any points raised will follow with employees.
- For the accurate and timely preparation of reports, returns and statements relative to Council's accounting functions.
- The accurate and timely maintenance of all registers required to be kept in accordance with the Local Government Accounting Regulations.
- The documentation and review of smooth work flow procedures for the various accounting functions on Council.
- Completion of special projects as requested by the Manager Financial Services.
- The efficient and prompt response to ratepayers' queries relating to areas of responsibility.
- Accountable for decisions made within the scope of the position's responsibilities and within the limitation of delegations empowered by Council and exercised in accordance with Council Policy.
- Employees are required to comply with Council's Code of Conduct.
- Accountable to Council through the Chief Executive Officer and your immediate supervisor for the performance of your duties relative to Acts, Regulations and Council's Policies and Procedures.
- Employees are responsible for managing their leave and accrued time so that entitlements do not carry from one period to another without approval in accordance with the Enterprise Agreement and policy requirements.

Performance Standards

- Confidential and sensitive information to be handled with discretion and integrity.
- Employees are required to ensure that the integrity of confidential information gained during their employment is maintained permanently.
- Initiative demonstrated in problem-solving.
- Effective communication with all levels of the organisation.
- Accuracy of work and ability to meet deadlines.
- Prompt and effective response to telephone, e-mail and counter enquiries.
- Appropriate prioritisation and organisation of duties.

Quality and Continuous Improvement

- Contribute to the identification, development, implementation and evaluation of improvements to Council policies, procedures and workplace practices.
- Undertake quality and continuous improvement projects and initiatives to meet strategic and departmental goals and objectives.
- Contribute to and facilitate a continuous learning philosophy through maintaining qualifications and learning and applying new skills and competencies.

Records Management

- Employees are responsible and accountable for adequately managing the corporate records they create and receive according to Council policies, procedures and relevant legislation that also includes the State Records Act.
- Ensure corporate records are captured and stored on Council's Electronic Document and Records Management System (EDRMS) and not on personal storage devices/hardware.
- Ensure records are not damaged or destroyed unless permission has been obtained from the Records Management section in consultation with State Records.

Health and Safety Responsibilities

- Observe and comply with all WHS legislation, codes of practice, policies and procedures within the Yorke Peninsula Council including all safe operating procedures or instructions.
- Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation to the above.
- Use safety devices and personal protective equipment correctly and in accordance with health and safety procedures.
- Obey all instructions from their supervisors issued to protect their own personal health and safety and that of others, and not to perform any procedure or task unless they have received appropriate training and instruction.
- Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting.

- Take such action as is within their competency and responsibility to report or make such recommendation to a higher level, as they deem necessary, to avoid, eliminate or minimise hazards of which they are aware of in regard to working conditions or methods of work.
- Keep work areas in a safe condition.
- Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug.
- Not to interfere with, remove or displace any safety guards, safety devices or protective equipment unless it is as part of an approved maintenance or repair procedure.
- Elect WHS Representatives.
- Fulfill individual requirements to meet any documented WHS objectives arising from performance and development reviews.
- Support and use appropriate consultative structures.
- Contribute to a culture where everyone places Safety First.

Risk Management Responsibilities

- To actively contribute to and embrace the Yorke Peninsula Council's Risk Management Program; and
- Ensure that all operational activities are conducted in an environment where risk is identified and action plans are in place to remove the risk, control the risk or minimise the risk.

Occupant:		**Date Appointed:**
Occupant signature:	.....	**Date:** .....
Approved by:	**Manager People, Culture & Safety**	**No. of Sheets: 6**
Supervisor:	**Manager Financial Services**	
Supervisor signature:	.....	**Date:** .....

SELECTION CRITERIA

(These criteria must be addressed when applying for this position)

ESSENTIAL CRITERIA

1. Accounting qualifications (Degree) enabling entitlement to membership of relevant professional body or demonstrated progress towards this aim.
2. At least 2 years demonstrated experience in a similar role with particular emphasis on preparation of annual financial statements, asset accounting and taxation compliance.
3. Demonstrated personal computer literacy, including a thorough knowledge of financial applications software, reporting systems and Microsoft Excel, Word and Outlook.
4. A clear knowledge of and the ability to apply accounting concepts, Accounting Standards and legislation to achieve desired outcomes and results.
5. Well-developed analytical, problem solving and numeracy skills.
6. High level of written and verbal communication skills.
7. Well-developed report writing skills and attention to detail.
8. Demonstrated ability to be self-motivated, exercise initiative and judgement, and yet contribute a positive attitude as an effective team member.
9. Current Class C Drivers Licence.

DESIRABLE CRITERIA

1. Experience in the use of Authority and a knowledge of the principals of the use of Magiq Performance and Conquest.
2. Local Government experience.

SPECIAL REQUIREMENTS

Successful applicants will be required to prove their eligibility to work in Australia, undergo a medical assessment prior to the finalization of selection.