

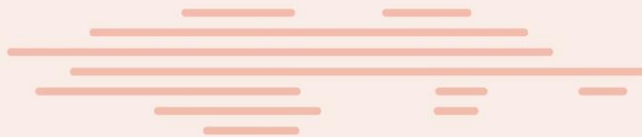


Brighton Council

Position Profile

Executive Officer **- Accounting** Corporate Services

JANUARY 2024



We acknowledge the traditional owners who once walked this country: the Mumirimina people.

The Mumirimina belonged to the Oyster Bay tribe. This was the largest tribe in Tasmania and covered 8000 square kilometres. kotalayna levee in Brighton was a significant meeting place where hundreds of generations of Aboriginal families hunted, gathered, corroboreed, camped and traded.

In the course of colonisation, dispossession of the Mumirimina was early, rapid and extensive.

We acknowledge the Tasmanian Aboriginal Community today as the continuing custodians of this land, and pay our respects to Elders past and present.

Through our words and actions we strive to build a community that reflects and respects the history and hopes for all the people of Brighton.



Executive Officer - Accounting (Corporate Services)

Applicants **must** address the specified selection criteria.

The Position

- Attractive salary based on qualifications and experience
- 14.5% Superannuation
- Flexible working arrangements
- Family friendly work arrangements
- Generous corporate fitness and wellbeing programs
- Free on-site parking
- Learning and development programs
- Paid parental leave
- Free annual flu vaccinations
- Supportive team culture
- Employee Assistance Program

Selection Criteria

As a member of the Corporate Services Team this position is responsible for providing accounting support.

1. Demonstrated experience within accounting functions such as monthly reporting, reconciliations, and financial support.
2. Experience in contract law will be looked on favourably.
3. Local Government knowledge and understanding of operations.
4. Relevant Qualification in Accounting or at least five years' experience in a similar position.
5. Highly developed oral and written communication skills.
6. Well-developed time management skills and the ability to manage simultaneous tasks in a high paced environment.

Essential

Formal tertiary qualifications in a relevant discipline preferred and/or equivalent experience within an accounting role.

Desirable

1. Sound understanding of the framework in which Local Government operates
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Duty Statement – Executive – Accounting

General Conditions of Employment

1. The general conditions of employment will be in accordance with Council's Enterprise Agreement.
2. Attractive salary will be negotiated with successful applicant and will be dependent on qualifications and experience.
3. The hours of duty are: Part-Time: 2-3 days per week (to be negotiated with the successful candidate)
4. The position will be based at the Council Offices, 1 Tivoli Road, Old Beach.
5. Free parking is available on-site.
6. The appointment is subject to successful completion of a six (6) month probation period.
7. Applications for the position close at 7.00pm on **Sunday, 4 February 2024** and should be addressed to:

General Manager
Brighton Council
1 Tivoli Road
OLD BEACH TAS 7030
Email to: jobs@brighton.tas.gov.au

To ensure that your application is considered you **must** address the selection criteria and include your resume, along with two current referees.

Position Description – Executive Officer – Accounting (Corporate Services)

Job Description

Position title:	Executive Officer – Accounting
Position No:	478
Department:	Corporate Services
Program:	Administrative

Position Classification

Award type:	Brighton Council Workplace Agreement
Classification:	Executive Officer
Level:	1-3 (dependent on qualifications and experience)

Position Objective

Provide high standards of accounting support to the Director and Corporate Services personnel.

Provide high level project management support to the Senior Management Team in areas such as costings, asset management and management accounting.

Provide, demonstrate and be part of a positive commitment across the whole organisation to the achievement of continuous improvement and performance enhancement through a proactive approach to our needs and challenges.

Key Responsibilities

- Provide a high standard of administrative support to the Director.
 - Provide high level project management work to assist the Senior Management team in diverse areas such as job costing, asset management, financial advice, and other specialty project roles.
 - Responsible for assisting Council's taxation obligations.
 - Maintain the grant's that Council receives and reconciliations associated with these.
 - Responsible for reviewing Councils internal control procedures and recommending continuous improvement where required.
 - Assist with the provision of management accounting information to Senior Management and other senior personnel.
 - Develop, implement and review standards of cost control, estimating, supervision, recording and measurement of work outputs.
 - Compilation of sale contracts and leases that may be required in conjunction with the Senior Officer – Risk & Property.
 - Compile written reports and correspondence on various matters as requested. These reports and correspondence may require research, gathering information and consultation outside of council.
 - Liaise with members of the Senior Management Team as required on behalf of the Director as requested.
 - Assist the Director in the preparation of the annual financial report.
 - Assist the Director in the preparation of the annual budget.
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- The Executive Officer may be required by the Director to carry out a variety of other tasks aimed at assisting in achieving corporate goals or strategies and enhancing the efficiency and effectiveness of the organisation, but which may not be specifically designated within the scope of this position description.

Organisational Relationship

Report to:	Director, Corporate Services
Supervises:	Nil
Internal liaisons:	Director Corporate Services, Senior Management Team, Corporate Services staff, other staff, and Councillors.
External liaisons:	General Public; Government Departments and agencies; Statutory Authorities, and other Council's; Community organisations; Local Business; Professional organisations; Solicitors, Engineers, and Surveyors; Suppliers of goods and services etc

Accountability and extent of Authority

Accountability

- This position is accountable for the effective actioning of all key responsibilities listed previously.
- Liaison and co-operation with other Departments to being about an effective corporate team approach to meeting budget target objectives.
- Accountable for accuracy of specialist information provided to General Manager, Senior Management Team, other staff and external customers.

Judgement And Decision Making

- Providing accurate advice and making informed decisions based on up-to-date knowledge and information.
- Applying sound personnel management principles and practices to all dealings with staff.
- Developing means of implementing Council objectives while operating within the limits of available resources.

Extent of Authority

Money Raising of orders in accordance with Council guidelines.

Staff:	Nil
External correspondence:	Sign correspondence for the Corporate Services Department on behalf of the Director as required.
Council reports:	Preparation of reports for approval by the Director.

Specialist Skills and Knowledge

- An understanding of the role and function of the Corporate Services Department's objectives within the organisation.
 - Knowledge of statutes, procedures, and guidelines applicable to the Department and where applicable to the whole of Council.
 - Ability to assess and meet the demands of changing priorities.
 - High level of strategic computer skills and understanding of relevant software applications.
 - Good problem-solving skills.
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- Knowledge of various provisions of the Local Government Act and other relevant Acts.
- Knowledge of statutes, procedures, and guidelines applicable to the Department.
- Good understanding of management practices and personnel practices related to workplace health and safety processes.

Interpersonal Skills

- High level of written communication skills.
- High level of oral skills.
- Team oriented with excellent customer service approach.
- Ability to develop and implement programs that achieve results.
- Ability to liaise with officers from external bodies in the resolution of specialist matters.
- Ability to write reports and prepare external and internal correspondence.

Qualifications And Experience

- Formal tertiary qualifications in a relevant discipline preferred and/or equivalent experience within an accounting role.
- Sound understanding of the framework in which Local Government operates.

Risk Management

An employee while at work shall:

- Ensure any issues identified as a risk to the public, contractors or members of staff are reported in accordance with Council's incident reporting procedures.
 - Adhere to and assist in the continuous improvement of Council's risk management systems.
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Job Environment

Present occupant:	Vacant
Hours of employment:	Part-Time (2-3 days per week) Generally, hours are 8.15am to 4.45pm (30 minutes for lunch), flexibility of hours may be negotiated.
Leave entitlements:	In accordance with Councils Enterprise Agreement

Job Description Approval

Job analyst:	Gillian Browne
Date analysed:	January 2024
Approved by:	General Manager
Date approved:	January 2024
