

# POSITION DESCRIPTION

<b>Position Title</b>	Finance Coordinator / Accountant
<b>Business Unit</b>	Strategic Services
<b>Classification</b>	Level 9
<b>Reports to</b>	Director Strategic Services
<b>Date</b>	17 June 2020

## CONTEXT

---

The Cradle Coast Authority (CCA) is jointly owned by the Councils of north-west and western Tasmania to make our region a better place to live, work and invest.

CCA is established as a Joint Authority in accordance with the *Local Government Act (1993)*. It is governed by a Board of Directors, which is responsible to the Representatives. The Representatives consists of two delegates of each of our nine member Councils, usually the Major and General Manager, and elects from its number, a Chief Representative and Deputy Chief Representative.

**Our vision:** a region that is prospering as a result of strong Councils work together, where ratepayers, industry and governments see the benefits of investing in the CCA model. In short, 'stronger Councils, stronger regions.'

**Our purpose:** to help Councils achieve regional outcomes and maintain strong local government, by working together.

The organisation has three key functions – Regional Economic Development (RED), Natural Resource Management (NRM) and Strategic Services.

The Finance Coordinator / Accountant will work within the Strategic Services function of CCA. The role will be offered on a full-time permanent basis.

## OBJECTIVES

---

The objective of the Finance Coordinator / Accountant is to be responsible for coordinating and maintaining financial, governance and administrative activities across the organisation, to achieve the goals and objectives of CCA.

CCA is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values-based culture. The principles outlined in our [2020-2025 Strategic Plan](#) are core to everything we do; they are critical in defining our personality:

- **Agile** – we adapt and refocus quickly and easily, in response to change.
- **Collaborative** – we play to others' strengths and listen with intent to understand and avoid duplication.
- **Optimistic** – we see the best possible outcome and strive for that.

- **Lean** – we will use our resources wisely and keep things simple. If a longer meeting or document won't add value, we'll keep it short.
- **Growth Mindset** – we experiment, reflect, and innovate – we constantly ask ourselves “how can we do this better”?
- We take out responsibility as public administration professionals seriously – we are committed to value for money, impact, and transparency, we act with integrity, honesty and respect.

## DUTIES

---

The role is multi-skilled in nature and could be flexibly utilised across CCA to meet business needs.

CCA operates in a collaborative and consultative manner, working with integrity, respect and openness when dealing with others and believes teamwork, effective communication and professionalism are essential in achieving high quality outcomes within deadlines and budgets.

The Finance Coordinator / Accountant is responsible for various requirements of finance, governance and administration including:

- Manage and maintain corporate accounting and financial management systems, procedures, and records.
- Coordination of corporate bank accounts, credit cards, accounts payable, accounts receivable, purchasing and petty cash.
- Oversee payroll functions including calculation of termination payments, annual reporting requirements, superannuation and associated statutory obligations.
- Completion of monthly reconciliations, accruals and journals including maintaining the fixed asset register, amortisation, and depreciation journals.
- Preparation of statutory compliance obligations including PAYG, BAS, and FBT.
- Preparation of monthly and quarterly financial reporting including profit and loss statements, cashflow statements and statement of financial position.
- Manage and maintain annual budgets and forecasts.
- Assist with the preparation of internal and external reporting including annual financial reporting obligations and year-end procedures, including liaison with external auditors.
- Assist and support contract/project management practices and processes including legal compliance and reporting.
- Manage corporate vehicles including leases and usage charge-back.
- Assist with the ongoing compliance of internal control environment, including continuous improvement of internal controls, systems, policies, processes, and procedures.
- Assist and support employees in relation to the Document Management System.
- Assist with the management of investments and insurance portfolios.
- Ad hoc projects and analysis to support the Director Strategic Services.

The person occupying this position will achieve sustainable outcomes by:

- Actively collaborating in the workplace and with stakeholders.
- Adopting innovative methods and approaches.
- Comply with workplace health and safety legislation, policies, and procedures.
- Participate in team meetings and contribute in a positive way.
- Maintain client and business confidentiality and privacy.
- Completing other duties as directed.

Work performed by this position will impact on the effectiveness and efficiency of CCA and work will be required to be performed with considerable initiative, judgement, tact and discretion.

The role requires professional judgement to ensure competing and conflicting business priorities are met within agreed timeframes and to the required standard. Competing priorities are often impacted by non-negotiable deadlines, requiring the occupant to influence and manage stakeholder demands. It is an expectation a professional approach to stakeholder engagement is achieved and sound advice delivered.

## **KEY BEHAVIOURAL INDICATORS**

---

We are committed to high standards of performance and all employees are responsible for ensuring behaviour is in line with key behavioural indicators.

- Completes all mandatory training for their role within the required timeframe, including inductions and other business unit and team specific training.
- Has a clear understanding of role and responsibility and how it contributes to CCA's Annual Plan and related documents.
- Constructively contributes to conversations about personal and organisational development and performance.
- Is confident in addressing team members' performance when it doesn't meet expectations or CCA values.
- Is inclusive with engaging with team members, communicates regularly and proactively supports others.
- Understands the importance of wellbeing, promotes health and safety and looks out for others.
- Demonstrates professional judgment to ensure conflicting and competing priorities are managed appropriately.
- Is respectful of others, is calm and balanced and takes feedback on board.
- Welcomes opportunities to connect and build relationships.
- Effectively works in a collaborative manner with all concerned parties.
- Attends meetings prepared, on time and listens openly to others' points of view.
- Follows up on actions within agreed timeframes.
- Proactively participates and provides input in discussions.
- Clearly and accurately explains issues, policies, procedures and other pertinent information to clients and co-workers.
- Effectively responds to change and reflects on past mistakes and failures.
- Shows interest in opportunities to increase effectiveness and efficiency.
- Looks for and identifies inefficient or ineffective business practices and takes steps to eliminate or improve them.
- Is proactive in anticipating the needs and wants of stakeholders.
- Adopts innovative methods and approaches.
- Complies with relevant legislation, policies and procedures.

- Maintain client and business confidentiality and privacy.

## **KEY PERFORMANCE INDICATORS**

---

- Tasks are completed on time in line with agreed standards.
- Time off in lieu (TOIL) is limited and only accrued when pre-approved.
- Appropriate communication methods are used to distribute important information to stakeholders.
- Coordinates the provision of strategic advice in a sensitive manner.
- Diary scheduling is completed in an accurate and timely manner.
- Priorities are reviewed on a daily and weekly basis.
- Coordination of agenda papers and minutes are timely and accurate.
- Clearly and concisely composes/proofreads/edits documents such as: letters, memos and e-mail.
- Documents are prepared with no errors and the correct use of grammar, spelling and punctuation.
- Communicates effectively both verbally and in written form with executives, chairperson and other stakeholders, with high level accuracy and attention to detail.
- Meets non-negotiable deadlines.
- Records are entered accurately and in accordance with agreed practices.
- In-trays are managed efficiently and effectively.
- Emails and requests are attended to within two days.
- Models best practice and contributes to a positive and supportive workplace culture.
- Professionally and proactively communicates the vision, purpose and objectives of the organisation to external stakeholders and staff.
- Works autonomously, prioritises and efficiently multi-tasks in a busy environment to meet business deadlines.

## **DIRECT REPORTS**

---

- Administrative trainee (or similar).
- Other positions which may become realised through any restructure of CCA or as directed by the CEO.
- May also be involved in directing and supervising School Based Apprentices, work experience volunteers and other junior staff from time to time.

## **ORGANISATIONAL RELATIONSHIPS**

---

### **Internal**

- CCA employees
- Cradle Coast Authority Board
- Cradle Coast Authority Representatives
- Committees of the Board and Representatives

### **External**

- Government departments and agencies
- Funding bodies
- External clients, suppliers, and service providers

## **JUDGEMENT**

---

The Finance Coordinator / Accountant will exercise sound decision making and judgement with the majority of matters determined by established policy, procedure or professional knowledge. Complex matters will be referred to the Director Strategic Services.

## **KNOWLEDGE, SKILLS AND EXPERIENCE – Selection Criteria**

---

### **Essential**

- a) Tertiary qualifications in Commerce, Accounting, Finance or similar.
- b) Demonstrated ability to develop and supervise junior staff.
- c) Minimum of two years' experience in operational financial transactions including accounts payable, receivable, banking, and month-end procedures.
- d) Experience in payroll, corporate governance, risk management and internal controls.
- e) Sound understanding of financial reporting, developing budgets, and monitoring financial performance.
- f) Advanced skills using MYOB (or similar) and Microsoft Office (i.e. Word, Outlook, Excel).
- g) Critical thinking and problem-solving skills with the ability to develop solutions, make decisions and add value to other parts of the business.
- h) High level ability to use initiative, apply judgement, balance competing priorities and work effectively in a team and client service-based environment with an action-orientated outlook.
- i) Current drivers' licence.

### **Desirable**

- j) Knowledge of government funding reporting requirements.
- k) A good knowledge of the Cradle Coast region.
- l) Local Government knowledge/experience.