

Finance Business Partner (Accountant)

Position Details

Location	Alpha Jericho, Barcaldine, or Aramac Muttaborra District Regional work and travel as required
Status	Full time, Ongoing Subject to Council's capacity to pay, funding, and employee performance
Industrial Instruments	Queensland Local Government Industry (Stream A) Award – State 2017 Barcaldine Regional Council Certified Agreement 2022
Classification	Minimum level 5.1
Reports to	Manager of Finance
Direct Reports	N/A

About Council

Barcaldine Regional Council, located in the heart of the Central West of Queensland, is committed to providing exceptional services to the Barcaldine region, which includes the communities of Alpha, Jericho, Barcaldine, Aramac, and Muttaborra. With a wealth of talent within the organisation, and amazing facilities, we have created a vibrant workplace that blends old-fashioned, small-town charm with a rich indigenous history. We honour the Iningai and Bidjara peoples, the Traditional Custodians of this land, and embrace the diversity of Elders and community members.

Barcaldine Regional Council strives to provide our employees with a safe, secure, and supportive environment, where employees are encouraged to live by our values and reach their full potential. Our vision is to have a positive, sustainable, and innovative workplace, ensuring a bright future for all.

Our Values

 HONESTY WE ALWAYS TELL THE TRUTH	 EMPATHY WE WILL SEEK TO LISTEN AND UNDERSTAND THE PERSPECTIVES OF OTHERS. WE WILL TREAT ALL WITH KINDNESS	 ACCOUNTABILITY WE WILL TAKE RESPONSIBILITY FOR OUR CHOICES, ACTIONS, BEHAVIOURS, PERFORMANCE AND DECISIONS	 RESPECT WE WILL BE PRESENT, VALUE OTHERS AND WELCOME DIVERSITY	 TRUST WE WILL GAIN THE TRUST OF OTHERS BY LIVING OUR VALUES
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Key Responsibilities

Budgeting and Financial Reporting:

- Assist the Manager of Finance and Senior Finance Business Partner with the development of the annual budget and quarterly budget reviews.
- Support monthly financial reporting processes including both reporting to Council and internal management reporting, including performing monthly variance analysis to manage revenue and expenditure risk.
- Maintain Council's general ledger and asset ledgers, including operating and capital work order / job costing, plant and fleet hire rates and costing etc.
- Support the successful transition to Council's new Enterprise Resource Planning (ERP) system to enhance revenue, procurement and financial reporting processes.

Grant Management:

- Monitor and manage grant receipts and milestones under government funding programs.
- Prepare monthly, quarterly and annual grant acquittals and reports.
- Ensure the monthly update of Council's grants register.

Stakeholder Engagement:

- Provide management and asset accounting support to the organisation with respect to relating to budget queries, work order and job creation and management, capital and operational financial reporting, and plant and fleet analysis.

Asset Accounting:

- Responsible for the successful delivery of asset accounting responsibilities as required under legislation.
- Ensure accuracy and currency of all asset related data.
- Coordinate annual asset revaluations, indexations, useful life reviews, and disposal checks in consultation with the Accountant and Finance Manager.
- Develop, maintain and improve accounting related systems and ensure they are performing at their optimum level.
- Ensure accurate reporting of financial related information related to assets with appropriate supporting documentation.
- Support the successful transition to Council's new Enterprise Resource Planning (ERP) system to enhance asset accounting and management processes.

Insurance:

- Act as Council's primary point of contact for all insurance matters, including coordinating insurance renewals and managing insurance-related enquiries and claims.

Fundamental Responsibilities

- Comply with all Council policies, practices, and procedures and fulfill Council reporting functions as required.
- Be aware of and comply with all statutory workplace safety legislation and Council's Work Health and Safety Management System, Work Health and Safety policies, procedures, and duty statements.
- Promote safe working practices and maintain a safe, neat and tidy work environment.
- Minimise wastage in all activities while ensuring safety and effectiveness remain uncompromised, adhering to environmentally responsible practices.
- Ensure the security and appropriate use of Council information at all times.
- Monitor personal qualifications and licences to ensure currency, and participate in formal and on the job training to assist in ensuring a satisfactory knowledge and skill base.

- Work cooperatively and effectively in a team environment, communicating reliably and regularly.
- Deliver high quality customer service within the organisation and to the public.
- Uphold high standards of ethical conduct and integrity in all activities.
- Actively engage with Council and community to identify needs and opportunities, and provide suggestions for improvement to enhance community well-being and foster sustainable development.

NOTE: Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their band level, and in any area of Council.

Physical Demands and Work Environment

- This role is primarily sedentary with occasional repetitive tasks (bending, squatting, climbing, twisting, and reaching) and motions (simple grasping, fine manipulation, pushing and pulling, finger dexterity, and foot movement).
- Incumbents must possess adequate peripheral vision, hearing, depth perception, and colour discrimination to effectively perform the duties of this position.
- Incumbents will encounter occasional exposure to risks in the workplace which will require you to follow relevant site processes and wear the appropriate identified personal protective equipment (PPE) to ensure the safety of all employees.

Essential Criteria

Education:

- Recognised qualifications in Accounting, Business, or Commerce are desirable but not mandatory.

Licensing:

- Current Queensland class 'C' Driver Licence.

Experience and Knowledge:

- Experience with setting and monitoring budgets, preparing financial reports, and conducting variance analysis.
- Demonstrated excellence in planning and organisational skills, with sound attention to detail, quality focus, and the necessary interpersonal and influencing skills to work within a finance team and across functions to achieve desired outcomes.
- Demonstrated asset accounting experience.
- Demonstrated ability to effectively communicate, particularly the ability to articulate financial information in a non-technical manner.
- Experience in Australian Local Government or with a government body is desirable but not mandatory.

Acknowledgement

This position description is subject to change from time to time as Council's operational needs change and/or the organisation may be developed or restructured. Any such change shall be the subject of consultation with the position incumbent and others as may be deemed necessary or desirable. Further, it has been designed to indicate the general nature and level of work performed by employees within this classification and is not to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Approving Manager:	
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	