

Accountant

Position Details

Location	Alpha Jericho, Barcaldine, or Aramac Muttaborra District Regional work and travel as required
Status	Full time or Part time, Ongoing Subject to Councils capacity to pay, funding, and employee performance
Industrial Instruments	Queensland Local Government Industry (Stream A) Award – State 2017 Barcaldine Regional Councils Certified Agreement 2022
Classification	Minimum level 7.1
Reports to	Manager 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

Core Functions:

- Lead the management accounting function by providing proactive support to the business, developing monthly reports, liaising with budget managers, and forecasting financial performance.
- Coordinate cash management activities, including monitoring cash flow, investments, and bank reconciliations.
- Facilitate grant and external funding management, including expenditure monitoring, receipt of funds, and compliance with audits and returns.
- Manage month-end procedures including reconciliations, accruals, and rollover processes.
- Ensure proper document management and work with the Manager Finance on end-of-year system rollovers.
- Prepare and submit statutory compliance returns such as BAS, FBT, TPAR, and State Government reports.

Collaboration and Reporting:

- Assist in the preparation of statutory financial reports, including the annual financial statements for presentation to key stakeholders such as Council, auditors, and the community.
- Coordinate information gathering for audits and respond to queries from internal and external auditors.
- Contribute to the development of the annual budget and budget reviews in partnership with the Manager Finance.
- Prepare and present monthly financial performance reports, budget reviews, and other financial reporting for the Council.
- Maintain effective relationships with both internal teams and external stakeholders to ensure clear communication and collaboration.

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:

- Formal tertiary qualification in Commerce, Business, Accounting, or a related field, and/or significant experience in accounting roles within a mid-to-large sized organisation.

Licensing:

- Current Queensland class 'C' Driver Licence.

Experience and Knowledge:

- Proven experience in financial management and the preparation of financial reports.
- Demonstrated success in contributing to a finance team, balancing competing priorities, and achieving outcomes.
- Demonstrated ability to effectively manage time, prioritise tasks, and problem-solve in a face-paced team environment.
- Strong written and verbal communication skills, with the ability to present financial data in a clear and non-technical manner.
- Previous experience in local government or related public sector roles 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:	