

CONFIDENTIAL

Position Description

EMPLOYEE: Vacant

POSITION TITLE: Financial Asset Accountant

POSITION NUMBER: To be allocated

MANAGER: Manager Finance

UNIT OR TEAM: Finance

APPOINTMENT: Fixed Term – full-time/six months

LOCATION: Civic Centre, Roberts Avenue, Horsham

AWARD: Horsham Rural City Council Enterprise Agreement Number Nine, 2019 - 2022

AWARD CLASSIFICATION: Band 6 Level A

HOURLY RATE: \$41.82

PREPARED BY: People & Culture Department

APPROVED BY: DATE:
(Director Corporate Services)

..... DATE:
(Employee)

ORGANISATION VISION

A progressive and innovative organisation, delivering high quality and sustainable services

ORGANISATION VALUES

<p>Flexibility We are adaptable to changing circumstances</p>	<p>Accountability We are responsible for our behaviour and actions</p>	<p>Integrity We are ethical, transparent and honest in our conduct</p>	<p>Respect We value diversity and appreciate others</p>
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POSITION BACKGROUND

In response to the Covid-19 pandemic the Horsham Rural City Council has successfully applied to the Victorian State Government for a number of additional, fixed term positions under the “Working for Victoria” program. This initiative helps Victorians, including people who have lost their jobs as a result of coronavirus, to find paid work that supports our community. In accordance with the funding agreement appointment is for a six month period.

The changing and evolving needs of the Covid-19 pandemic require a degree of staffing and position flexibility. This position description therefore does not detail all of the tasks and duties that an employee will be asked to undertake so that HRCC can respond to the pandemic. It is expected that employees will have a willingness and understanding of the need to be adaptable to reasonable changes in duties and tasks that may be required. Any such changes will not impact the rate of payment as outlined in this position description.

You are eligible to participate in Working for Victoria if you are:

- legally able to work in Victoria
- are unemployed or have recently experienced a significant reduction in income

If you are interested, please sign up and provide information about your job preferences, skills and experience on “Sidekicker”: <https://www.getsidekicker.com/create-sidekick-account?source=vic-gov-marketplace>

Once you have done this you will then start receiving updates about employment opportunities that you can apply for relevant to your interests and experience.

POSITION OBJECTIVES:

Provide support and assistance for the finance (accounting) department with the development and implementation of a new electronic asset system.

KEY RESPONSIBILITY AREAS:

- assist the Management Accountant in implementation of financial data into Assetic MyData Asset system, including data input
- assist in reconciliation and cleansing of various existing data sets
- assist in developing standard templates for various asset classifications

RISK MANAGEMENT:

- perform duties in a manner that prevents and does not place unnecessary risk on the personal health and safety of others or any property;

- encourage other employees to work safely;
- report any illness, injury, hazard, near miss or incidents and losses of any kind as soon as they are detected to the manager or supervisor

ORGANISATIONAL RELATIONSHIP:

Reports to:	Finance Manager
Supervises:	Nil
Internal Liaisons:	Finance Department staff Strategic Asset Management Department staff
External Liaisons:	Software providers Staff at other councils

ACCOUNTABILITY AND EXTENT OF AUTHORITY, JUDGEMENT AND DECISION MAKING:

- responsible to the Finance Manager for the satisfactory completion of duties within the set time schedule; to the appropriate standard and in a safe and efficient manner in accordance with the Occupational Health & Safety Act, regulations and requirements and Council policies which apply
- the position is required to provide some guidance and advice to employees. Freedom to act is subject to regulations and policies and regular supervision. There is limited scope to exercise discretion in the application of established standards and procedures. Guidance and advice are always available within the time available to make a choice
- the immediate effect of decisions and actions is localised to the financial asset management function, or to internal procedures and processes, although broader ramifications may be a consequence for the organisation
- the nature of the work can be specialised with methods, procedures and processes developed from theory or precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience. Problem solving may involve the application of these techniques to new situations

In respect of OHS matters, HRCC expects that staff will take reasonable care and:

- protect their own health and safety at work;
- avoid adversely affecting the health and safety of any other person
- use any equipment provided for health and safety purposes;
- obey any reasonable instruction they may be given in relation to health or safety at work;
- ensure they are not, by the consumption of alcohol or a drug, in such a state as to endanger their own safety at work or the safety of any other person at work; and
- promptly report all accidents to their supervisor

SPECIALIST SKILLS AND KNOWLEDGE:

- technical financial asset accounting knowledge/understanding

MANAGEMENT AND ADMINISTRATIVE SKILLS:

- effective time management; planning and goal setting skills together with the ability to prioritise work effectively
- sound computer software skills, knowledge and understanding (in particular Microsoft Excel)
- ability to analyse and problem solve

INTERPERSONAL SKILLS:

- excellent verbal and written English communication skills
- able to co-operate effectively with other staff in a team environment and to work individually
- ability to think logically, quickly and within set time-frames
- able to liaise with counterparts in other organisations to discuss specialist matters and with other HRCC employees throughout the organisation

QUALIFICATIONS AND EXPERIENCE:

- an Associate Diploma of Accounting is a requirement of this role
- relevant technical financial asset management experience is required although the extent of such experience will depend on a person's other formal qualifications
- a practical working knowledge/understanding of financial asset accounting, including technology, procedures and processes is also desirable

FURTHER INFORMATION:

Horsham Rural City Council is committed to providing and promoting child safe environments. Council has zero tolerance to child abuse and aims to create a child safe and child friendly environment where children feel safe and secure and have fun. This includes the physical, emotional, cultural and social wellbeing of all children.

Council encourages applications from people of all abilities and can make information available in alternative formats if required.

Background, Pre-employment, Medical and Police record checks will be conducted as a part of the appointment and confirmation of employment processes.

Horsham Rural City Council is an Equal Opportunity Employer. Council and its employees also have obligations under Victoria's Charter of Human Rights and Responsibilities. See the People & Culture Department or www.humanrightscommission.vic.gov.au for further information.

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