



Position Description

Position Title	Financial Accountant
Employment type	Permanent / Full Time
Pay Band	Band 5
Location	Mildura or Swan Hill
Direct Reports	Fixed Asset Officer
Reports to	Manager Financial Services
Delegated Authority	E

Position Summary

The position will provide a range of accounting support services including asset accounting, financial management, technical advice and will oversee the fixed asset accounting function to ensure organisational legislative and statutory requirements are met.

Work is performed under the general supervision of the Manager Financial Services. Freedom to act is subject to Australian Accounting Standards, Financial Reporting Directions and Lower Murray Water's finance policies. Works within parameters set by the Manager Financial Services with respect to policy development and output associated with key responsibility areas.

The incumbent is expected to apply significant technical accounting knowledge and judgement in undertaking the role and in problem solving and policy development activities. Methods, procedures and processes utilised may be broad, and the Financial Accountant will contribute to their continued development to improve efficiency and operation of the accounting function.

This position requires the ability to gain cooperation and assistance from individuals and departments in the pursuit of financial services objectives and statutory obligations. The incumbent is expected to liaise with counterparts in other organisations to discuss and resolve matters associated with financial and asset accounting activities, and with Lower Murray Water staff to resolve intra-organisational problems.



Vision:

A thriving future where water sustains people, nourishes land and enables prosperity



Purpose:

To realise the full value of water for healthy people and productive landscapes



Key Responsibilities

The Financial Accountant will:

- Develop and implement processes and procedures on asset accounting
- Maintain effective relationships with management and staff to ensure deadlines are consistently met
- Assist managers with requests for financial analysis
- Provide supervision, guidance and advice to the Fixed Asset Officer
- Support the development and implementation of the Financial Management policy and reporting framework in consultation with the rest of the organisation
- Assist with the maintenance of Lower Murray Water's financial management system
- Develop and implement controls to ensure Lower Murray Water's compliance with accounting standards and principles, and relevant legislative requirements, regulations and Lower Murray Water's policies
- Prepare, deliver and review training materials for financial system users
- Support and troubleshoot matters that arise within the financial subsidiary systems
- Ensure monthly reporting and controls are completed in an accurate and timely manner
- Ensure end of year financial reporting, including the preparation of financial and performance statements, are completed within set timeframes.
- Prepare statutory and regulatory returns, including Fringe Benefits Tax, Business Activity Statements and NTER Tax Return.
- Prepare DEECA and DTF annual and quarterly submissions, including State Resource Information Management (SRIMS) and State Budget State Capital Program (BP4)
- Undertake regular reconciliations of general ledger accounts, bank accounts and subsidiary systems
- Work with the Corporate Services Team to maintain the stock register and ensure stocks are verified on a regular basis, including through direct participation in scheduled stock take activities.
- Actively contribute to the continued review and implementation of financial policies.





Skills and Experience

- Tertiary qualifications in accounting with some relevant experience supported by membership of a professional accounting body such as CA or CPA
- A strong understanding of accounting theory and the application of accounting standards
- Exceptional time management skills
- High level of attention to detail
- Advanced level skills in Microsoft Excel and high levels of proficiency in database products
- Demonstrated enthusiasm and drive together with personal flexibility and a focus on improvement
- Demonstrated ability and commitment to create strong working relationships within the organisation
- Preferable experience in utility sector and /or State or Local Government organisation.

Compliance Requirements

- Driver Licence
- Criminal background check
- Confirmation of fitness for work

Key Behaviours



Professionalism
Maintaining a positive attitude, being punctual and reliable, showing empathy and understanding in our interactions and respectful, and following workplace policies and procedures.



Integrity and honesty:
Being open and transparent when making decisions, giving honest and supported advice, exercising power in a fair and reasonable way and addressing unacceptable behaviours in the workplace.



Collaboration and cooperation:
Actively participating in teamwork, sharing ideas and working together towards shared goals and objectives.



Inclusivity and diversity:
Valuing and respecting diversity, treating everyone with fairness and equality, promoting an inclusive and welcoming environment.



Coaching others:
Assist, challenge and encourage others by sharing knowledge, skills and/or experience to help individuals improve performance and achieve goals.





**LOWER MURRAY
WATER**

Signatures:

We certify that the content of this position description is accurate:

Position Holder:

Signature:

Date:

General Manager:

Signature:

Date:

Managing Director:

Signature:

Date:

Our Values:



Deliver



Grow



Respect



Collaborate



Safe Work Done Well