POSITION TITLE: Accounting Officer – Monthly Reporting and Business Support

POSITION NUMBER: 0623

DIVISION: Finance and Strategy

DEPARTMENT: Financial Services

CLASSIFICATION: Band 6

REPORTS TO: Coordinator Financial Reporting

DIRECTLY MANAGES: N/A

INTERNAL LIAISONS: Managers & Coordinators, Business Support Accountants, Project Officers and BIS users

EXTERNAL LIAISONS: Software Providers and External Auditors

DATE: August 2017

POSITION OBJECTIVES:

This position provides support services for a suite of software in conjunction with the Information Services Division, including:

- Assist in the training and testing of the specified software;
- Maintenance of specified systems and general customer support; and
- Development of new functionality and identification of efficiencies to improve productivity.

This position also provides corporate program reporting services to:

- Support the development of budget, monthly and quarterly online reporting of progress versus budget; and
- Assist in enhancing customer satisfaction amongst Financial Services customers in providing relevant and timely program information.

POSITION RESPONSIBILITIES:

Key Responsibilities:

General Ledger Maintenance and Management

1. Manage and allocate new suffixes, project numbers, cost centres, expenditure types, non-labour resources etc. and mapping of these within the financial system.
3. Oracle login approval and delegation requirements.
4. Liaise with the IT Department regarding problem resolution with data and interface files.
5. In conjunction with senior finance officers, reallocation of budgets during the year due to organisational restructures.
6. Maintain user manuals and provide training when required.
7. Test new software and liaison with Information Services to coordinate implementation of software updates into production system.

**Payroll Analysis and Labour Budgeting**
8. Complete monthly variance analysis on actual v budget salary cost, EFT numbers and vacant positions.
10. Quality review labour assumptions as provided by payroll for budget process.
11. Coordinate interface between Empower and BIS to ensure labor data loaded into secondary budget model is correct.
12. Analysis of budget to budget labour movements (dollars and EFT’s) and balancing secondary budget to main budget input.

**BIS Management**
13. Maintain user Logins and access to divisions/departments within the system.
14. Update user manuals and provide training to officers when required.
15. Perform year end roll over process.
16. Test new software and liaise with Information Services to coordinate implementation of software updates into production system.
17. Attendance at BIS user group workshops.

**Oracle Budget**
18. Set up calendars for all modules (GL, AP, Project etc).
19. Open and close budget periods.
20. Load budget data for both adopted and amended budgets.
21. Update and create reports for the new financial year.

**Other Systems Management**
22. Act as the Financial Reporting representative for CorVu core business user group.
24. Review alerts and errors with purchase orders and providing support to officers with purchase order queries.

**Corporate Responsibilities**
25. Adhere to all Council’s policies and procedures as relevant to this position.
26. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.
27. Contribute to the development, dissemination and application of the Budget timetable and processes to ensure the corporate budget requirements are met.

**Values:**

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business
Risk Management and Occupational Health & Safety Responsibilities:

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behaviour does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Prolonged periods of inactivity eg. sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

KEY SELECTION CRITERIA:

Essential:

1. Sound experience in financial management and analysis.
2. Sound understanding of financial software systems.
3. Demonstrated ability to effectively plan, organise and manage own time to achieve targets within a set timetable.
4. Demonstrated ability to work autonomously and contribute to a positive team environment.
5. Strong customer service focus and ability to liaise at management level.

Desirable:

6. A tertiary qualification in finance, business management or other relevant discipline.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Ability to provide training to the users of Council’s Financial Software and to update user manuals for such software.
- Ability to maintain an up to date knowledge of the software in use and to coordinate testing for system upgrades to financial software.
- Demonstrated knowledge in budget tasks such as business proposals, budget assistance to business units, budget analysis and reporting.
- Ensure compliance with appropriate corporate financial and performance reporting standards ie. approved budget variations.
- Sound knowledge in financial and performance management analysis to department Managers.
- Specialist financial advice to business units in the process of understanding past financial performance in order to predict future financial performance.
- Corporate program development.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.
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JUDGEMENT AND DECISION MAKING:
• Ability to work independently and unsupervised.
• Ability to show initiative in new and unexpected situations.
• Demonstrated strong analytical skills and the ability to recommend clear actions.

SPECIALIST SKILLS AND KNOWLEDGE:
• An understanding of Local Government operations and financial management and reporting requirements.
• Ability to develop application specialist skills with an executive information system for delivery of financial information across the organisation.
• Ability to utilise all relevant software applications including Oracle Financials, BIS, CorVu Corporate reporting and Discoverer report writer.
• Advanced Excel Spreadsheeting skills (including macros, filters, pivot tables, etc).
• Ability to work with databases for advanced reporting flexibility.
• Ability to assist in the preparation and monitoring of annual budgets.
• Sound knowledge of accounting principles and procedures and reconciliation skills.
• Demonstrated capacity to conduct research into complex issues and to identify deliverable solutions.

MANAGEMENT SKILLS:
• Efficient and effective planning and use of own time in the setting of priorities to achieve specific and set objectives with the resources available and within set time frames.
• Understand and comply with the relevant Council personnel policies and practices.
• Ability to initiate, implement and respond positively to change.
• Demonstrated problem solving abilities.
• Ability to work unsupervised.
• Capacity to meet deadlines.

INTERPERSONAL SKILLS:
• Ability to interact with Council staff at all levels of the organisation.
• Drive, energy and positive outlook.
• Highly developed and proven interpersonal skills in order to positively interact with internal and external stakeholders.

QUALIFICATIONS AND EXPERIENCE:
• Sound experience in financial management and analysis.
• Experience with system administration functions.
• Experience in a commercial environment.
• A tertiary qualification in finance, business management or other relevant discipline is preferred but not essential.
• Current Victorian drivers licence.
HOW TO APPLY

Applications close:  5:00pm, Friday 15 September 2017

Contact Person:  Kathy Fulton, Coordinator Financial Reporting, 5272 4613

Submit your online application at https://www.geelongaustralia.com.au/employment

If you are unable to submit an online application please send your application to:

Recruitment & Workforce Management Administration Officer
People and Organisation Development
City of Greater Geelong
PO Box 104
GEELONG VIC 3220

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