

JOB TITLE Financial Accounting Coordinator	CLASSIFICATION Band 8	REPORTS TO Finance Manager
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WHAT WE TRUST YOU TO DELIVER



- Lead the Financial Accounting and Accounts Receivable Team in the provision of high quality financial and statutory reporting, together with the preparation and coordination of the annual financial report and other external statutory reporting requirements.
- Lead the external financial audit, being the key liaison between the Council and the auditors. Provide timely responses and communicate clearly between all stakeholders.
- Management of a timely month-end close, all supporting balance sheet reconciliations, accruals and adjustments in line with month-end checklist and reporting timeframes.
- Ensure the integrity of all financial data through robust internal controls as well as the timely review of processes, to enable high quality financial and statutory reporting.
- Provide financial and policy analysis and advice in the preparation of briefing papers and presentation materials relating to Council's performance reporting and resource management, including Annual Budget development.
- Partner with and support service managers through the provision of quality financial services advice support and analysis.
- Identify, develop, review, interpret and maintain robust finance policies and procedures to ensure strong internal controls and contribute to the Finance departments strategic business planning.
- Mentor and develop the financial accounting team to deliver effective financial accounting services across the organisation.
- Lead audits and acquittals, for example, Roads To Recovery audit, Local Roads and Community Infrastructure (LRCI) audit, Victorian Grants Commission acquittal as required.

WHAT YOU'LL NEED TO THRIVE



- Demonstrated experience leading a motivated customer-focused team of financial professionals to deliver high quality outputs to demanding timelines and drive continuous improvement.
- Significant experience in leading a financial accounting function with oversight of financial governance and technical application of accounting standards, and statutory and legislative requirements.
- Well-developed business and financial analysis skills, including the ability to correctly interpret, analyse and synthesise information with a high level of attention to detail and translate into succinct and meaningful intelligence.
- Effective at relationship-building with ability to successfully consult, influence and negotiate at all levels.
- Excellent interpersonal and communication skills to explain complex and strategic financial concepts and advice.
- Strong written skills with experience in developing policies and procedures and preparing reports and presentations to a wide variety of stakeholders.
- Proven methods for managing workload to meet tight deadlines and balance changing priorities, while maintaining attention to detail and delivery a high quality service.
- CPA / CA qualified with demonstrated experience in a similar financial accounting coordination role in a large organisation.

WHAT WE'LL DO TO SUPPORT YOU



- Provide a safe and welcoming environment where you will be encouraged to innovate and embed new ways of working.
- Deliver opportunity for genuine engagement and collaboration across all levels of the business.
- Commit to your long term growth and career development.
- Provide access to our Executive Team to share ideas and make a positive difference across the organisation.

WHERE YOU FIT IN AND THE DIFFERENCE YOU CAN MAKE



VISION Council will be an inclusive, healthy, creative, sustainable and smart community
VALUES Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

OUR CAPABILITY FRAMEWORK OUTLINES THE BUILDING BLOCKS WE USE TO DEVELOP OUR ORGANISATION AND PEOPLE



CAPABILITY	Project Management	Change	Communication	Good Governance	Achievement
LEVEL	3	3	3	3	3
CAPABILITY	Leadership Impact	Decisiveness	Agility	Care	Growth Mindset
LEVEL	3	3	3	3	3