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| POSITION TITLE: | **Financial Accounting Coordinator** | CLASSIFICATION: | 8 |
| REPORTS TO: | Finance Manager | CONTRACT: | Temporary Full time  |
| DEPARTMENT: | Finance  |

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| OUR STRATEGIC CONTEXT |
|   | PURPOSE | Our organisation is accountable, sustainable and delivering effective services to our community. |
| VISION | Our community is a safe, inclusive and creative city that celebrates and embraces its vibrancy of cultures. |
|  | VALUES | Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability. |
|  | COUNCIL PLAN | A thriving and unique place; an inclusive and healthy community; and a people-centred and future ready city. |

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| HOW YOUR ROLE CONTRIBUTES |
| The Financial Accounting Coordinator is a key leader within the City of Stonnington, driving excellence in financial reporting and compliance while ensuring alignment with strategic objectives. This role enhances team performance through collaboration, optimizes financial processes for greater efficiency, and engages with stakeholders to foster strong relationships. With a commitment to continuous improvement, the Financial Accounting Coordinator champions adaptability, innovation, and professional development, while upholding clear communication and accountability in delivering high-quality financial and statutory reporting. |

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| RESPONSIBILITIES | KEY OUTCOMES |
| Accountable for senior leadership and financial management  | * 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.
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| Responsible for timely advice and best practice performance  | * 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.
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| Use superior communication skills to partner with internal and external stakeholders  | * 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.
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| KEY WORKING RELATIONSHIPS |
|  | Direct reports: | Financial Accounting and Accounts Receivable Team |
| Internal: | All internal employees  |
| External: | Audit committees and other relevant parties  |
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| REQUIRED SKILLS AND COMPETENCIES |
| Accountability and extent of authority | * Extensive experience managing regulatory or specialist units, and making decisions that can significantly affect the community. Freedom to act is within the framework of organisational policies, statutory requirements, and legislation.
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| Judgement and decision making | * Proven methods for managing workload to meet tight deadlines and balance changing priorities, while maintaining attention to detail and delivery a high quality service.
* Demonstrated experience making decisions that have a significant effect on service delivery giving consideration to the broader organisation and impact to the community
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| Specialist knowledge and skills | * 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.
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| Interpersonal skills | * 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.
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| Qualifications and experience | * CPA / CA qualified with demonstrated experience in a similar financial accounting coordination role in a large organisation.
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| WHAT WE ARE ALL RESPONSIBLE FOR |
| Workplace Health, Safety and Wellbeing: | We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk. |
| Diversity, Equity and Inclusion: | We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic. |
| Code of Conduct: | We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct. |
| Service Promises: | We Empathise | We are Responsive | We are Transparent | We are Consistent | We Follow Through |
| Safeguarding Children and Young People: | We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers and Councillors have a legal and moral obligation to keep children safe and promote their best interests. |
| Sustainability: | We’re committed to a sustainable Stonnington, working together with our community to create a healthy future for us all. |

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| Review date:  | 07/03/2025 |