

Position Description

Business Accountant



Position Title:	Business Accountant	Position Number:	0953
Division:	Engineering	Job Grade:	JG7
Unit:	Water & Wastewater	Award base:	35 hours
Unit Leader:	Manager Water & Wastewater	Reports to:	Coordinator - Strategy & Business Management
Supervises:	Finance Officer		
Date Created / Revised:	Revision: Increase in Leadership, Coordination and Accountability within role. July 2013 - updated reporting line February 2014 - updated Division name July 2014 updates - organisational restructure May 2015 - minor changes November 2018 – updated to reflect requirements of Unit, reallocation of duties and Unit name February 2019 – updated in line with TNA		

Primary Objective

- This position is the key financial officer for the management of the Water and Sewer Funds of council and provides leadership within the unit in this regard.
- Provides financial services, analysis and advice to the Director Engineering, Water & Wastewater Unit's Manager, professional staff and officers to ensure effective and efficient financial management of Council's Water and Sewerage Funds.
- To coordinate, and liaise with Council's Finance Unit and external Auditors, in relation to all financial aspects of the Water and Wastewater Funds, including fixed assets, financial plans, loans, fixed budgets valuations, compliance and the preparation of financial statements..

Values Statement

What we value
Living and loving the Tweed.
We look after people and places, explore all opportunities and are proud of our passionate approach.
We care about each other, choose to be here, and are in this together.
We have conversations where everyone can contribute and we are willing to have a go.

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We put back in to make a difference, so that our Tweed community is even better tomorrow than it is today.

External Environment

Tweed Shire is one of the fastest growing areas in New South Wales. The Shire also has the second highest biological diversity of any area on the Australian Eastern seaboard.

Organisational Environment

ENGINEERING DIVISION

The Engineering Division provides roads, footpath and cycleway, stormwater, flood mitigation, water supply and wastewater services to the Tweed community and is responsible for the planning, design, construction, operations and maintenance of the associated infrastructure.

Water and Wastewater Unit:

The Water and Wastewater Unit is one of four within the Division and provides high quality and reliable water supply and wastewater services to the Tweed Community. The Unit is responsible for business and asset planning and management and the capital delivery, asset management and the operations and maintenance of Water Supply and Wastewater systems. It includes the Tweed Laboratory Centre.

As the Tweed Shire is a rapidly growing area, the demand for infrastructure is high. Efficient provision of this infrastructure must be balanced against the environmental concerns that accompany an area that is geographically and ecologically unique.

The work environment is busy, responsive to customer demands and requires regular adjustment of priorities and activities.

Council is committed to the principles of ecological sustainability in all operations and responsibilities.

The Position

The position reports to the Water and Wastewater Coordinator Strategy and Business Management

The position provides financial services, analysis and advice to ensure effective and efficient financial management of Council's Water and Sewerage Funds.

The position coordinates and liaises with Council's Finance Unit's Manager, senior staff; and external Auditors, in relation to all financial aspects of the Water and Wastewater Funds. This includes financial planning, modelling, pricing, revenue, loans, expenditure control, budget review, financial asset management and the preparation or provision of information for inclusion in the Special Schedule of Council's Financial Statements.



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The position develops, coordinates and maintains the financial model which provides the current year, 4 year and 10 year Financial Plans to provide a balanced budget to Manager Financial Services for inclusion in corporate financial plans.

The position develops, coordinates and maintains the 30 year financial plan and model for the calculation of Sec 64 Developer Charges, as part of Water and Sewer Development Servicing Plans. This involves the collation of long term capital, operational and maintenance programs based of various growth scenarios to achieve cost recovery.

This model also provides information to determine the long term pricing strategy to ensure financial sustainability of the funds.

The position coordinates the preparation of the Council's Revenue Policy and Fees and Charges as it pertains to the Water and Wastewater Unit.

This position reviews government and corporate policies which impact on Water and Wastewater Funds and provides financial advice and recommendations for management and executive consideration.

The position develops and reviews protocols, systems and processes to ensure financial requirements are incorporated and met, relevant to Water and Wastewater.

The work of the position includes, but is not limited to, the following:

Key responsibility areas	Associated key duties
1. Staff Management	<ul style="list-style-type: none">• Supervise Finance Officer Water & Wastewater Unit• Provide and coordinate on-the-job training as required.• Conduct performance development reviews• Evaluate training and development needs• Supervise casual and clerical staff periodically.• Assist in the development of asset and administration staff in regard to financial processes.
2. Administration	<ul style="list-style-type: none">• Assess and approve invoices to level of delegation.• Maintain working documents, Unit's financial information and records in accordance with corporate requirements.• Ensure that all financial data collection activities are undertaken to comply with the Water & Wastewater Unit's, Council's and Government reporting, policy and licensing requirements.• Coordinate with in-house consultants and other service providers relating to Water & Wastewater Unit projects.



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3. Communication	<ul style="list-style-type: none">• <i>Liase</i> with external government agencies, external auditors, consultants and associations.• <i>Coordinate and liase</i> with Water & Wastewater Unit staff including Manager, coordinators and engineers in all management accounting matters and ensure their needs for budgetary services and business analyses are met.
4. Cost Control	<ul style="list-style-type: none">• <i>Instruct</i> staff on correct account numbers for timesheets, invoices and stores issues.• <i>Control and instigate</i> requests for the creation of job numbers, maintain job number list.• <i>Critically monitor</i> expenditure and provide advice to management on significant variations.• <i>Develop and maintain</i> cost indicators for key operational areas and specific capital works projects.• <i>Initiate</i> investigations into cost centres to determine efficiency, report and recommend improvements.
5. Financial Advice	<ul style="list-style-type: none">• <i>Provide specialist advice</i> to the Manager and professional staff of the Water & Wastewater Unit to ensure effective and efficient financial management of Council's Water and Wastewater Funds.• <i>Recommend</i> courses of action relating to financial management of the Water and Wastewater Funds to Manager and Director.• <i>Provide advice</i> to other divisional professional staff when required.• <i>Advise and liase</i> with Finance Unit on revaluation of infrastructure when appropriate.• <i>Provide direction, assistance and support</i> in relation to financial matters to the technical officers, overseers, supervisors and foreman.

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6. Annual Budget	<ul style="list-style-type: none">• Develop, coordinate and prepare Water and Wastewater Funds Annual Budget, including source of funding and loan requirements, for submission to Finance Unit for inclusion in Council's corporate budget• Coordinate and prepare Unit's Annual Fees & Charges.• Coordinate and prepare a balanced Quarterly Budget Review to Finance for inclusion in Council's corporate budget review.• Monitor budget to actual results, to ensure compliance with Council's financial goals and financial position relevant to Water and Wastewater Funds.
7. End of Financial Year Accounting Procedures	<ul style="list-style-type: none">• Prepare and provide Special Schedules 3 and 5, and Special Schedule 7 (relevant to Water and Sewer Infrastructure) to Finance Unit, for Financial Statements.• Account for Unit's Asset acquisition, disposal, valuation and depreciation and advise Finance Unit accordingly by providing:<ul style="list-style-type: none">○ End of year adjustments for expenditure classification○ Asset Register details○ Asset Roll Forward○ Asset journal entries○ Works In Progress register

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8. Management Accounting	<ul style="list-style-type: none">• Interrogate data from corporate Financial Accounting system for analysis and reporting.• Research financial information and undertake one-off financial projects for submission to senior management.• Initiate investigations and prepare Management Reports into internal and external service providers to determine financial efficiency and cost/benefit analysis.• Customise and produce periodic management expenditure/budget reports for all operational areas and capital works projects. Identify and report anomalies.• Extract, analyse and report from:<ul style="list-style-type: none">○ Corporate Asset Management System○ Technology One Property and Rating○ Technology One Financials○ Various Water & Wastewater Unit data bases• Utilise Corporate Reporting systems for management and external requirements.• Annual Review of Long Term Financial Plans to determine variances and identify corrective actions.
9. Policy	<ul style="list-style-type: none">• In conjunction with the Manager Financial Services develop and maintain appropriate accounting, relevant to Water and Wastewater Funds• Research and Develop appropriate documents, policy and position papers, relevant to Water and Wastewater financial matters.• Key input into development, periodical review and determination of the Revenue Policy relating to pricing including Access and User Charges, Developer Charges, Liquid Trade Waste & other Fees & Charges
10. Asset Management	<ul style="list-style-type: none">• Coordinate and liaise with Water & Wastewater Unit professional staff in relation to policy and asset management plan implementation including;<ul style="list-style-type: none">○ asset replacement programs○ asset categorisation○ reporting• Responsible for identification of capital infrastructure expenditure.

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11. Systems Development	<ul style="list-style-type: none">• Primary input into the implementation and ongoing development of Systems, relevant to Water and Sewer:<ul style="list-style-type: none">○ Reporting○ Financial○ Business• Involvement in Corporate Reporting development
12. Strategic Business Planning	<ul style="list-style-type: none">• Develop, coordinate and maintain Financial Model.• Coordinate and prepare 10 & 30 year Financial Plans, to be updated annually, includes:<ul style="list-style-type: none">○ Population and property projections○ Water usage projections○ Capital works in line with population projections○ Incorporation of Asset Replacement program.○ Operational, maintenance and administration projections○ Dividend projections○ Source of funding and pricing○ Loan repayment forecast.○ Cash Flow forecast○ Balance Sheet forecast○ Operating Statement• Provide results of 10 year financial plan to Finance Unit for inclusion into corporate 10 year Long Term Financial Plan• Calculate loan funding requirement for 10 years on a regular basis.• Input into the development & implementation and ongoing review of Unit's Strategic Business Plan including:<ul style="list-style-type: none">○ Levels of Service○ Business Management○ Strategic Risk Management• Develop and maintain model for Asset Replacement and Capital Contributions Reserve• Develop and prepare Long Term Financial Plans on a 4 yearly basis, or as required.• Review the impact of proposed Developer Charges on the sustainability of the Water and Wastewater funds including risk analysis•

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As a member of the Water & Wastewater Unit the position requires attention to detail, flexibility, the ability to contribute to the provision of client services across the work of the Unit, the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

Health Safety and Environmental System (HSES) Responsibilities:

In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol this position has been deemed to fall within the following categories:

Category 4 – Supervisors Indoor / Office Based

(For the purpose of this protocol the term supervisor covers all other office based positions, irrespective of title, with responsibility for the supervision of staff)

Supervisors are to ensure that all the requirements of the WHS Management System are adhered to and to monitor staff to ensure compliance.

Category 8 – All Employees

All employees are required to perform their duties in accordance with their relevant position description, WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For a complete list of the WHS Responsibilities, Authority and Accountabilities of this position staff are to refer to the Protocol located on Council's intranet site:

<http://tscdotnet/OMS/> .

WHS Training Requirements

The WHS training requirements for this position as per the WHS TNA are:

	WHS Training Needs Analysis	Position(X)
Generic WHS Training	Online TSC Safety Induction Program	X
	Local Area Induction (Level 2 Work Activity)	X

Organisational and External Relationships:

Organisational relationships

- Manager Water & Wastewater Unit
- Unit Coordinators
- Asset Engineer
- Water & Wastewater Unit Supervisors and field staff
- Divisional Professional staff
- Manager Financial Services
- Information Technology Unit
- Senior Accountant
- Coordinator Revenue & Recovery
- Assets Accountant



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External Relationships

- Department of Industry Water
- Office of Local Government
- Other Government Departments as required.
- Engineering and Business Consultants
- Council's external auditors
- Asset management associations
- Financial management associations
- Asset software suppliers

Within the context of the position, the incumbent is also responsible for:

- maintaining work standard quality
- continuous improvement of procedures and systems
- provision of quality customer service.

Location of Position:

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the supervisor.

Probationary Period:

The position incumbent will undergo a 3 months probationary period. Where deemed appropriate, the probationary period can be extended by the relevant Director for no more than a further 3 month period. Successful completion of the probationary period will result in confirmation of the appointment.

Verification of Qualifications:

Guidelines

- All original certificates or certified (by the institution) academic transcripts must be sighted by Council. Cost of providing documentation is to be borne by applicant.
- To facilitate the verification of qualifications written permission must be given to the Tweed Shire Council for the relevant educational institution to be contacted.
- Falsely claiming qualifications will lead to dismissal and/or prosecution for any relevant offence.
- Applicants to sign a certificate declaring that qualifications are genuine and that if falsely claimed can lead to dismissal.

Required Personal Attributes, Knowledge and Competence

Selection Criteria

Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview.

Council is seeking personal attributes and work values consistent with Council's Corporate Values.



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Knowledge and Competence: (to be addressed in full when making application)

1. Degree in Accounting or Business with an Accounting Major.
2. Demonstrated knowledge of accounting practices and accounting standards.
3. Demonstrated knowledge of the principles of management accounting including budget analysis and forecasting.
4. Demonstrated competence in the use of Crystal Reports or similar database interrogation software.
5. Demonstrated knowledge of Technology One Financials or similar financial software.
6. Demonstrated knowledge of asset accounting.
7. Demonstrated high level competence in use of spread sheeting, financial planning, modelling and analysis.
8. Demonstrated high level of oral and written communication skills.

Desirable:

9. Experience in development of Financial Modelling
10. Experience in a financial advisory position within a local government environment.
11. Experience in all financial aspects of NSW Office of Water's Best Practice Guidelines for Water and Sewer.