

FINANCIAL & CAPITAL ACCOUNTANT

POSITION DESCRIPTION

Position Title:	Financial & Capital Accountant
Responsible To:	Corporate Accountant
Council Portfolio	Corporate Services
Council Program:	Finance & Procurement
Classification Level:	Salaried, Level 7

Overview of Portfolio

The Corporate Services Portfolio provides effective and efficient services and insights to strengthen and grow our organisational capability, and support a culture of accountability, transparency and innovation. Additionally, the Portfolio provides the key support functions to ensure Council's subsidiaries, the Adelaide Central Market Authority (ACMA) and Adelaide Economic Development Agency (AEDA), deliver their objectives in accordance with their respective Charters, statutory requirements and obligations.

Overview of Program

The Finance and Procurement Team ensures that public resources are effectively managed to enable the delivery of Council's priorities and strategic plans, funding a long-term financially sustainable approach to governance, and creating significant public value through its sustainable procurement practices.

Key Relationships / Interactions

Internal	Employees across the Finance & Procurement Team City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams, in particular the Project Management Office (PMO) and Infrastructure Program
External	SA Local Government Grants Commission SA Local Government Finance Managers Group Internal/External Auditors

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Primary Purpose

The Financial & Capital Accountant will prepare the annual statutory financial statements for the Corporation of the City of Adelaide and its Subsidiaries in accordance with relevant Accounting Standards and legislative requirements.

The Financial & Capital Accountant will also provide financial planning, analysis and advice to the capital program including:

- Business partnering
- Management accounting and performance reporting
- Financial planning
- Project and program governance and accounting
- Financial support

The role will ensure the Council's fixed asset register is maintained in accordance with the Australian Accounting Standards and Council's accounting policies.

Responsibilities

The Financial & Capital Accountant is responsible for:

- Preparation of the annual consolidated financial statements and other regulatory reporting
- Finance partnering including providing financial planning, analysis and advice to the PMO. This will include the assessment and processing of financial information to reconcile, report and manage financial implications of project delivery.
- Finance support for projects, programs and business opportunities including facilitating the investigation of funding options, analysis of business cases, decision making and preparation of Council Reports.
- Providing advice on Council's Strategy and Finance Framework for projects and programs including overseeing the financial governance and contributing to the project governance's processes.
- Providing advice on the accounting treatment for grants received to deliver capital and operating projects
- Providing financial training including induction of finance systems and awareness and understanding of management accounting principles and processes
- Assist in the preparation of taxation returns including BAS and FBT.
- Participating in ad-hoc projects and identification of process improvement opportunities.
- Provision of assistance and support to the Corporate Accountant with other relevant tasks and projects as required.
- Managing training and career development needs of self through ongoing coaching and the annual the Performance and Development Conversations (PDC) process
- Provide mentoring and training to employees across the organisation, particularly within the Financial Planning & Reporting team.

Responsibilities for all employees:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to security and safety requirements (physical and cyber) by following secure information/data handling practices and procedures that support and secure our systems.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.

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Position Criteria

Qualifications	A tertiary qualification in Commerce, Finance, Accounting or related field.	Essential
	CA or CPA qualified or equivalent	Essential
People Management	Ability to manage competing priorities, be self-directed and perform duties autonomously under pressure. Sound leadership skills, coupled with sound influencing and relationship building skills. Ability to provide financial advice and support to Council employees across the organisation.	Essential
Financial Skills & Acumen	Ability to understand the financial implications of decisions and their impact. Understanding financial reporting, budgeting, sustainability, profit & loss, cost benefit analysis and forecasting / projections for Programs and business units.	Essential
Technical Knowledge & Experience	Significant accounting experience incorporating analysis and problem-solving principles within a medium to large organisation. Working knowledge of accounting and business disciplines including financial accounting, compliance reporting, base budget development, variance reporting and systems development and improvement. Able to demonstrate prior experience in their ability to identify trends in data and highlight areas requiring focus, including the provision of advice for decision making.	Essential
Project Management	Project and consultant management skills which underpin the timely development of strategies, projects and programs and assist in cross functional collaboration. Ability to act as “Change Champion” and have the ability to effectively communicate with and influence others towards acceptance and understanding of change programs.	Essential
Innovation & Initiative	Proven ability to challenge existing practices to drive service improvement.	Essential
Resource Management & Decision Making	Ability to effectively utilise allocated resources which includes planning, and prioritising. Ability to prioritise and be flexible when responding to changing priorities and demands.	Essential
Professional Development	A commitment to ongoing professional development and continuous learning.	Essential

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Customer Commitment & Integrity	A commitment to internal and external customers demonstrated through the provision of timely, reliable, and expert advice on matters within area of responsibility.	Essential
Collaboration & Communication	Substantial abilities to build positive relationships and consult, negotiate and communicate with all levels of management and staff, both verbally and in writing.	Essential
Administrative Skills	A thorough understanding of practices, procedures and outcomes required of a records management system. A high level of organisation and time management skills. Ability to handle conflicting priorities and deadlines. An awareness of Occupational Health Safety & Welfare issues, standards and actions in the work place.	Essential
Government Experience	Experience working in a government environment. A working knowledge and understanding of the Local Government Act 1999, the City of Adelaide Act 1998, and related Regulations.	Desirable

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Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

Our Values



-  **ACHIEVEMENT**
-  **COLLABORATION**
-  **CUSTOMER COMMITMENT**
-  **INTEGRITY**
-  **INNOVATION**

Achievement

- Deliver what matters
- Ensure clarity of direction and unity of purpose
- Inspire excellence and strive for outstanding results



Collaboration

- Work together to build successful teams and partnerships
- Be open, inclusive, and share knowledge
- Seek, provide and act on feedback



Customer Commitment

- Know your customers and put them first
- Listen to and understand customer needs
- Be responsive, close the loop and deliver on promises



Integrity

- Own your actions, successes and mistakes
- Act with transparency, honesty and respect
- Do what you say you will do



Innovation

- Look for ways to improve and create positive change
- Think broadly and take a wider viewpoint
- Be responsive to new ideas and opportunities



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Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

Task	Office Workstation
Work Area	Various
Physical Demand Rating	Very Light Work

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Ergonomic adjustable chair	Critical Range of Motion: Shoulder to 90° flexion. Lift Capacity: Up to 2kg (ream of paper). Push / Pull Force: N/A Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings. Task Rotation: tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. PPE: Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking	✓			Meeting with others, moving between rooms	
Climbing	✓			Option to take the stairs	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationery, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper, and documents	
Carry	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

***This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).**

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.