



POSITION DESCRIPTION

Senior Accountant

Position	Senior Accountant
Classification Level	Level 8
Location	Darwin
Reports to	Chief Financial Officer

ORGANISATION

Located within the Top End of the Northern Territory, the West Daly Regional Council (WDRC) covers 14,000 square kilometres and has a population of more than 3700 residents throughout the communities of Wadeye, Nganmarriyanga and Peppimenarti as well as the surrounding 33 homelands, a number of which are serviced by Council. Wadeye is the largest remote community and the fifth largest town in the Northern Territory.

A young and vibrant Regional Council, our vision is to deliver quality services and support development opportunities, including local jobs for local people, along with implementing a range of strategies that will help shape a prosperous and sustainable future for the region.

The council's long-term goals are to:

- Provide good governance, leadership and advocacy
- Provide local employment and strong regional economy
- Provide high quality services within financial resources available
- Maintain and develop council's assets, natural resources and country
- Ensure Strong, safe and healthy communities that respect culture, heritage and change

ATTRIBUTES

Service Work performed is of the highest quality, innovative and solutions focused.

Ethical Applies the highest standards of integrity and ethical conduct.

Attitude Demonstrates a positive approach, appropriate behaviors and teamwork.

Discretion Makes appropriate decisions, sound judgements and communicates effectively.

Safe Work practices performed apply and promote Work Health Safety standards.



POSITION

The Senior Accountant will provide leadership and technical expertise to support the Chief Financial Officer with the provision of:

- accurate and timely financial performance reports to management and external regulatory organisations;
- a range of financial services, including (but not limited to):
 - Creditors;
 - Debtors;
 - Payroll checks, balances and approvals;
 - Contract management; and
 - Financial management including budgets, asset management and annual financial reports.

ROLE RELATIONSHIPS

Internal	External
Chief Financial Officer	Community Organisations
Finance Officer (Accounts Payable)	CouncilBiz
Community Services Manager/s	Government Departments
Executive Team	LGANT
Administration Coordinator and Assistants	External Providers
Grants Coordinator	ATO
All Council Staff	

DUTIES

Primary Tasks

- Provide leadership to and supervision of the Finance Officer (Accounts Payable).
- Provide commercial accounting support to internal stakeholders.
- Ensure all end of month procedures, including adjusting journals and general ledger reconciliations are undertaken accurately and on time.
- Ensure Council has policies and procedures in place that will meet Council and Local Government standards and compliance requirements relevant to financial policies and procedures, purchasing procedures, contracts, and tender applications.
- Work with the Finance Officer (Accounts Payable) to ensure financial controls in respect to purchasing and creditor payments.
- Review and ensure the adequacy and operation of general ledger, assets register and debtors.
- Contribute to the development of innovative approaches to financial service delivery, review, enhancement and implementation of procedures and systems and improved reporting practices.
- Assist the Chief Financial Officer to prepare the annual budget, budget reviews and financial statements.
- Liaise with the Community Services Managers to maintain a complete, accurate, and reconciled asset register for all Council’s assets.
- Undertake project work as required.
- Maintain a safe working environment and ensure Work Health Safety regulations are adhered to; and Other duties as directed commensurate with skills and experience.



RESPONSIBILITY/ACCOUNTABILITY

Teamwork

- Develop a team approach to problem solving and encourage innovative practice.
- Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and Council personnel.
- Support a collaborative culture with internal and external stakeholders and motivate team members by inculcating a dynamic working environment that nurtures innovation.

Work Health & Safety

- Within your area of responsibility, ensure compliance with work, health and safety legislation and Council's work health and safety policies and procedures.
- Contribute to organisational continuous quality improvement and internal reporting.
- Take reasonable care to protect the health and safety of staff and others.
- Actively participate in safety improvement activities.

General

- Comply with the Council's 'Code of Conduct' and all other policies and procedures adopted by Council as varied from time to time.
- Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
- Other duties, consistent with skills and experience, as directed by the Chief Financial Officer.

SELECTION CRITERIA

Essential Qualifications & Experience

- Tertiary qualification in accounting (CA or CPA);
- Previous experience managing a small team;
- Proven experience in undertaking accounting functions including general ledger reconciliations, performance reporting on periodic actuals to budget and journal entries;
- Demonstrated experience in preparing statutory financial statements;
- Demonstrated experience in the preparation of budgets and budget reviews;
- Experience in the use of TechnologyOne system;
- Current NT Drivers Licence; and
- Current National Criminal History Check.

Knowledge, Skills & Abilities

- Highly developed interpersonal and communication skills (written and verbal) and the ability to liaise effectively with both internal and external stakeholders;
- Strong conceptual and analytical skills with the ability to apply judgement to solve problems;
- Thorough understanding of accounting standards and tax law and its application;



- Strong leadership skills with the ability to manage, coach and motivate staff, provide relevant training and resolve day to day operational problems as they arise;
- Proficiency in the use of Microsoft Office applications including advanced excel skills, along with experience in financial systems.
- Ability to be discreet and maintain confidentiality;
- Well developed understanding of NT Local Government Act, Regulations and Guidelines relating to tendering and procurement practices;
- Proven ability to participate as part of a team and to work co-operatively with Council staff; and
- Ability to work with a culturally diverse range of people.

APPROVAL

Matthew Eastham

Matthew Eastham
Chief Executive Officer

Dated: September 2021

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