

Position Description

Financial and Asset Accountant

August 2026

DETAILS

Team and Department Financial Services

Division Corporate Services

Supervisor Coordinator Expenditure

Direct Reports NA

Grade 16

Delegation of Authority The position holder is delegated authority to authorise the electronic transfer of funds from Council's bank account under the arrangements endorsed by the Commonwealth Bank.

Budget Expenditure Responsible for maintaining Council's expenditure transactions including asset accounting.

Procurement
Expenditure Levels \$0

PURPOSE

This position works closely with the Coordinator Expenditure, and the key purposes of this position are the following:

- Mitigate financial and reputational risks by maintaining accurate, timely and compliant financial accounting records supported by internal controls.
- Ensure systems are in place with comprehensive financial controls while ensuring Council complies with statutory and organisational obligations.
- Support the Coordinator Expenditure in delivering financial systems projects, asset accounting initiatives, reporting enhancement, training and organisational change activities.
- Support the Finance team by providing financial expertise and operational support to achieve positive business outcomes.
- Monitoring and maintaining key financial controls, ensuring data integrity, appropriate segregation of duties and compliance with Council policies and statutory requirements.

KEY ACCOUNTABILITIES

1. Preparation of the annual financial statements as required under the OLG Code of Accounting Practice, Australian Accounting Standards and associated OLG guidelines for local government finance.
2. Preparation of statutory returns to multiple Government Departments, including Financial Data Return, ensuring accuracy and compliance with required timeframes.
3. Maintain the integrity and accuracy of all financial information in relation to Council's fixed asset register, including fixed asset management, asset capitalisation, disposals, depreciations, revaluations, componentisation and integration with Council's broader asset management framework.

4. Preparation and lodgement of Business Activity Statement (BAS), ensuring accurate GST reporting and compliance, including Fuel Tax Credits calculations.
5. Maintain accurate fringe benefits records throughout the year and prepare the annual FBT return in accordance with ATO deadlines and reporting obligations.
6. Identifying, evaluating and implementing improvements to financial systems, business processes and annual financial reporting frameworks to enhance compliance, governance and decision-making.
7. Maintain TechnologyOne Financial System with an understanding of system module interactions and provide continuous improvement to ensure data integrity and efficient financial processing.
8. Review of payroll costing and reconcile key payroll-related general ledger accounts, including superannuation, payroll clearing account and novated lease deductions.
9. Perform and review general ledger reconciliations relating to the expenditure team, ensuring accuracy, completeness and timely resolution of variances.
10. Preparation and reconciliation of workers compensation claims and ensuring accurate financial reporting of related costs.
11. Maintain up-to-date knowledge of the Australian Accounting Standards, NSW Local Government Code of Accounting practices, relevant legislation, Council policies and internal and external reporting frameworks.
12. Work in collaboration with internal teams and key stakeholders to achieve business unit goals, respond to operational demands and support Council priorities.
13. Other duties, as required.

KNOWLEDGE, SKILLS AND ABILITIES

ESSENTIAL

1. Tertiary degree qualifications at level in accounting or related discipline with between 3-5 years experience in a mid to large organisation accounting environment.
2. Membership of a professional accounting body.
3. Experience in the preparation of Financial Statements.
4. Proven experience in coordinating multiple tasks simultaneously to ensure service delivery within the compliance timeframe.
5. Thorough knowledge and application of Australian Accounting Standards, NSW Local Government Code of Accounting Practice.
6. Computer literacy with Microsoft suite of products.
7. Strong analytical and problem-solving skills, with the ability to translate business requirements into practical system and process solutions.
8. Experience in local government finance or a similar environment.
9. Well-developed written and oral communication techniques and an ability to deal effectively with internal and external stakeholders.

DESIRABLE

1. Experience with TechnologyOne Financials (CiA & Ci), Asset Management, Workflow or related modules and LG Solutions applications.
2. Experience with Dayforce HRMS software including data extraction and analysis.
3. Experience with MAGIQ PowerBudget.
4. Class C Drivers Licence.

CAPABILITIES FOR THE ROLE

Randwick City Council has adapted the NSW Local Government Capability Framework which describes the core knowledge, skills and abilities required (expressed as behaviours) and sets out clear expectations about performance in local government i.e., “how we do things around here”. It builds on organisational values and creates a common sense of purpose for both elected members and all levels of our workforce. The NSW Local Government Capability Framework is available at [Capability Framework - Local Government NSW \(lgnsw.org.au\)](http://Capability Framework - Local Government NSW (lgnsw.org.au))

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

RCC adapted NSW Local Government Capability Framework		
Capability group	Capability Name	Level
 Personal Attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Advanced
 Achieving Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	Create and Innovate	Adept
	Deliver Results	Advanced
 Managing Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Advanced
	Procurement and Contracts	Adept
 Workforce Leadership	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Adept

FOCUS CAPABILITIES

The focus capabilities for the position are those judged to be most important at the time of recruiting. These capabilities must be met for a candidate to be suitable for appointment.

RCC adapted NSW Local Government Capability Framework		
Capability group and name	Level	Behavioural indicators
Personal attributes – Act with Integrity	Advanced	- Models ethical behaviour and reinforces it in others - Represents the organisation in an honest, ethical and professional way and sets an example for others to follow - Promotes integrity, courage and professionalism inside and outside the organisation - Monitors ethical practices, standards and systems and reinforces their use - Proactively addresses ethical and people issues before they magnify

Relationships – Work Collaboratively	Advanced	- Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams - Builds co-operation and overcomes barriers to sharing across the organisation - Facilitates opportunities to develop joint solutions with stakeholders across the region and sector - Models inclusiveness and respect for diversity in people, experiences and backgrounds
Achieving results – Deliver Results	Advanced	- Manages workload effectively during busy periods - Ensures financial tasks are completed accurately, on time and to required standards - Delivers reliable results without compromising compliance and quality
Managing resources – Technology and Information	Advanced	- Uses system data and reporting tools support-based recommendations for stakeholders - Identifies system gaps and suggest practical solutions that improve operational performance - Maintains internal controls, ensure data accuracy and compliant financial operations

PHYSICAL REQUIREMENTS

1. Not relevant to role

CORPORATE REQUIREMENTS

Position falls under the definition of child related employment	NO
WHS General Construction Induction (White) card	NO
Good driving record or possession of a driving licence required	YES
Specify licence type:	C CLASS
Position required to make a disclosure of pecuniary interest	NO
Criminal History Check	YES
Record keeping responsibilities	YES

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority.

Code of Conduct

All staff are required to adhere to the Code of Conduct.

Workplace Health and Safety

All staff are required to adhere to Councils Workplace Health and Safety Policy.

Equal Employment Opportunity

All staff are required to participate in and demonstrate behaviour that supports the EEO Policy and EEO Management plan.

Recordkeeping Responsibilities

Ensure accurate records are maintained in Council's corporate information system for all customer queries, customer complaints and documenting evidence of business transactions.