

SENIOR ACCOUNTANT (BUDGETS AND STATUTORY REPORTING)

POSITION DESCRIPTION

Position Title	Senior Accountant (Budgets and Statutory Reporting)
Directorate	Corporate Services
Department	Financial Services
Position No.	41,021.00
Classification	Level Six (6) – Level Eight (8)
Awards Stream	Queensland Local Government Industry (Stream A) Award - State 2017
Reports To	Manager Budgets and Statutory Reporting
Last Review Date	November 2026

ORGANISATION SUMMARY:

OUR VISION:	Helping to energise the world. A region that feeds, powers and builds communities, now and for the future.
OUR GOAL:	To pursue long-term sustainable futures for Isaac's communities.
OUR VALUES:	Community Focus Teamwork Caring Positive Work Ethic

We're a region unique in charm and a character-growing attraction for many keen to explore the road less travelled. It's a place where traditional country qualities live on within modern, vibrant communities.

Isaac Regional Council plays a role to ensure our communities have a long sustainable life, so it continues to be a great place to raise a family and to find new or old passions.

Our public spaces are valued and activated, our communities' lifestyles and wellbeing are prioritised, and our individual and collective identities are celebrated.

We need to use new ideas in everything we do because of the fast changes happening all over the world.

This helps us deal with changes and provide the best service. As a Council, we will continue to maintain a clear and balanced vision for the future that shapes all our decisions as we feed, build and power communities.

DEPARTMENT SUMMARY:

The Financial Services Department ensures an integrated approach to internal organisational services across the organisation. The Financial Services Department is responsible for finance, payroll, insurance and accounting functions including operations of Council.

POSITION SUMMARY:

The Senior Accountant Budgets & Statutory Reporting position provides assistance in the preparation, management and reporting for Annual & Long-Term Budgets, preparation of statutory reporting, Financial Services projects and maintenance of financial systems integrity across the Isaac Regional Council.

DUTIES:

Position Accountabilities and Performance Objectives

1. Assist in the preparation of financial statements in accordance with legislation;
2. Assist in the annual operational and capital budgeting process for adoption by Council;
3. Assist in the development of the long term financial forecast;
4. Development and maintenance of ledger integrity (chart of accounts) and the running of the finance systems;
5. Ensure compliance with statutory and management reporting obligations;
6. Undertake and manage Financial Services based complex projects;
7. Contribute to the facilitation of positive outcomes by providing high level customer service, fostering and maintaining deep, respectful, collaborative relationships with team members and stakeholders both internally and externally;
8. Perform all duties in a professional and ethical manner, participate in teamwork, maintain and develop ongoing personal standards and competence, effectively manage own personal work priorities and promote Council's values;
9. Apply a self-motivated and collaborative approach to resolving or finding solutions to matters or issues which present, and which are not specifically listed as accountabilities; and
10. Undertake any other duties, projects or service or development activities as reasonably directed within the scope of the employee's skills, competence and training.

KEY COMPETENCIES:

Essential Knowledge and Skills

1. Demonstrated financial management and budgetary skills are essential
2. High level interpersonal, negotiation, written and verbal communication skills are essential.
3. Advanced level in the Microsoft Office suite, particularly Excel is required.
4. Knowledge of, and ability to interpret, relevant State and Local Government Legislation & Regulations and Australian Accounting Standards.
5. Demonstrated knowledge of accounting systems in a similar or larger size organisation is essential.
6. Ability to work independently or as part of a team on complex projects.

Experience

1. Experience within a Local Government Environment would be highly regarded.
2. Experience with Technology One Enterprise Suite would be highly regarded.

Qualifications

Mandatory – this role requires the possession of:

1. Valid Driver Licence.
2. Tertiary qualifications in accounting, business or related field and demonstrated experience (3+ years) in a similar position are essential.

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DELEGATED AUTHORITY AND ACCOUNTABILITY:

Delegations as detailed in Council's Delegation of Authority register.

EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority and know and comply with any authority and obligation that comes with their powers.

CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
Name		
Signature		
Date		

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