

Position Description

Graduate Accountant

Position Details

**Position Title** Graduate Accountant

**Classification** EMRC Renumeration Classification Level 5

**Position Number** A0226A

**Basis of Employment** Full Time

**Team Name** Business Support - Finance Team

Position Objectives

* To provide support to Finance team on accounts payable, accounts receivable, bank reconciliation, journal preparation and other related matters.
* To prepare an accurate and timely financial record for internal and external stakeholders.
* Undertakes qualitative and quantitative research and investigation to assist in the development and improvement of procedures.

Organisational Values

The EMRC’s values describe what we believe in and how we will operate. All employees are expected to consistently demonstrate EMRC values and display the following behaviours:

**Excellence** Striving for excellence through the development of quality and continuous improvement.

**Recognition** Valuing employees in a supportive environment that focuses on their wellbeing.

**Innovation** Focus on innovative approaches in projects and service delivery.

**Responsiveness** Dynamic and flexible service delivery.

**Integrity** Accountability and consistency in all that we do.

Leaders ensure that the organisation’s values are created and sustained by establishing the Council’s strategic direction and providing an environment that encourages all employees to reach their potential in achieving the organisational outcomes.

Key Duties/Responsibilities

Accounts Responsibilities

* Provide support to the Finance Team in areas of Accounts Payable and Accounts Receivable and other financial tasks as directed by the Finance Team Leader
* Assists in the management of organisational assets, produce depreciation and other associated journals, and maintain an up-to-date asset register of acquisitions, disposals and transfers.
* Processing of month end financial allocations and journals.
* Responsible for seeking reimbursement for mobile phone accounts.
* Undertake monthly bank reconciliation process.
* Receipting and banking of cash/cheque payments received.
* Processing of debtor’s EFT payments extracted from bank statements.
* Preparation, reconciliation and lodgement of the BAS return.
* Preparation and processing of all debtor’s invoices and the provision of supporting documentation.
* Responsible for processing the weekly waste management operations cash sales summaries.
* Undertake debtor reference checks when required.
* Assist with the preparation of the annual FBT return.
* Responsible for reconciling and processing of Recipient Created Tax Invoices (RCTIs).
* Reconcile creditor’s invoices/statements including verification of purchase orders, GST compliance, and computations, and process for payment.
* Prepare petty cash, cheque and EFT payments.
* Responsible for reconciling and processing of petty cash, if applicable.
* Create and maintain creditors and debtors details in SynergySoft financial system.
* Reconciliation and processing of monthly Corporate Credit Card statements (including follow up of authorisation).
* Process monthly Transfer Station invoices (including Mathieson, Coppin and Baywaste transfer stations).
* Processing & payment of quarterly Councillor’s meeting fees.
* Raise and process debtor’s credit notes as required.
* Follow up outstanding debtors on a regular basis.
* Facilitate and maintain effective liaison with internal and external customers, and respond to enquiries in a timely manner.
* Work effectively as a member of the Finance team and assist team members in the achievement of business unit goals.
* Provide support to the Finance team when required, including during periods of absence.
* Any other tasks as directed by the Finance Team Leader

Work Health Safety (WHS) Responsibilities

* Comply with all Statutory requirements.
* Take reasonable care to ensure their own safety and health whilst at work and that of others.
* Consult and cooperate with Management on matters of Work Health Safety.
* Report all hazards, accidents, incidents and near misses according to the Accident/Incident Reporting process.
* Develop and follow all safe work procedures as directed by the supervisor or as otherwise directed.
* Use personal protective equipment (PPE) as required.

Organisational Responsibilities

* Work effectively as a member of the Finance team and assist team members in the achievement of business unit goals.
* Ensure all documents are created, stored and maintained in accordance with the organisation’s electronic Document Management system requirements
* Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents
* Respond to organisational initiatives and assist in the development of the EMRC as directed.
* Represent the EMRC in a responsible and professional manner at all times.
* Comply with the policies and procedures of the organisation at all times.
* Properly organise and manage working time to ensure efficient productivity.
* Actively seek and report on methods of improving systems of work to ensure continuous improvement.
* Perform other duties as directed that fall within the scope of the position or the incumbent’s knowledge and skills base.

Position Requirements

Competencies

* Knowledge of and experience with computerised financial systems and procedures.
* A sound understanding of Australian Taxation Office requirements relating to GST and FBT.
* A sound understanding of organisational financial activities including purchasing, accounts receivable, accounts payable and receipting procedures/systems, including reconciliations.
* Well developed communication and interpersonal skills, with the ability to liaise effectively and courteously with internal and external customers and to proactively resolve queries and problems.
* Well developed numeracy skills with the ability to pay high attention to detail and produce accurate results.
* Demonstrated analytical and problem solving skills.
* A high level of computer literacy and accurate data entry skills, including proficiency in the use of MS Word, Outlook and Excel.
* Well developed organisational skills to effectively prioritise multiple tasks to meet strict deadlines
* Ability to apply the appropriate level of discretion and confidentiality to the role
* Ability to work effectively with system, processes and procedures
* Ability to exercise sound judgement and show a high level of initiative
* Ability to work effectively under pressure within a busy team environment and also with minimal supervision
* Well developed time management and organisational skills.
* A can-do attitude, flexible and mature approach to work tasks, and a willingness to learn
* Knowledge of and possibly experience with electronic records management systems
* Possible knowledge of local government functions and structure.

Experience

* Possible prior experience with end-to-end accounts payable and accounts receivable processing, and month-end reconciliations and processes.
* Possible prior experience in an accounting environment including accounts receivable and accounts payable processes and reconciliations.
* Possible prior experience with the accounts receivable and accounts payable functions.
* Possible prior experience at an intermediate or advance level with Excel spreadsheets.

Qualifications

* A Bachelor’s degree in Accounting or in relevant field.
* Current and valid WA “C” Class Driver’s Licence (or equivalent).

Organisational Relationships

**Responsible to** A0018A – Finance Team Leader

**Supervision of** Not Applicable

**Internal and External Liaison Internal** All EMRC Management and Employees

 **External** WA Local Government Association (Workplace solutions)

 Local Government Authorities

 Credit reference agencies

 Government Agencies including the Australian Taxation Office

 WALGA

 Australian Taxation Office

 Suppliers and contractors

Extent of Authority

* This position operates under the limited supervision of the Finance Team Leader and acts within the parameters of established guidelines, policies, procedures, and delegated authorities of the Regional Council.

Selection Criteria

Essential

* Possession of a Bachelor’s degree in Accounting or in relevant field.
* Knowledge of, and possible experience with, computerised accounting systems and procedures.
* Knowledge of and possible experience with the accounts receivable and accounts payable functions, including reconciliations.
* Knowledge of taxation as they relate to the payment of the creditors function.
* A high level of computer literacy and accurate data entry skills, including Excel spreadsheets at an intermediate or advance level and proficiency in the use of other MS Office applications.
* Well developed communication and interpersonal skills, with the ability to liaise effectively and courteously with internal and external customers and to proactively resolve queries and problems.
* Ability to effectively organise own workload and manage priorities to ensure deadlines are met.
* Well developed numeracy skills with the ability to pay high attention to detail and produce accurate results.

**Desirable**

* Experience with SynergySoft financial software.
* Knowledge of and experience with electronic records management systems.
* Possible knowledge of Local Government functions and structure.
* Well developed time management and organisational skills.

Incumbent Undertaking

I acknowledge that I have read, understood, and accept the requirements of the role as described in this position description. I understand that this position description may be amended from time to time to reflect changes to the position.

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| Name of Employee |  |  |
| Signature of Employee |  |  |
| Date |  |  |

**Date Last Reviewed** September 2023

**Reviewed** Manager Financial Services

**Updated** Manager Financial Services

**Approved** Chief Financial Officer