

Job title: Banking & Treasury Accountant	
Classification: Band 6	Effective Date: October 2022
Reports to: Coordinator Financial Accounting	Tenure: Fixed Term

About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer
Experience and
Service Delivery**



**Great
Organisational
Culture**



**Innovation
and Continuous
Improvement**



**Good Governance
and Integrity**



**Long Term
Financial
Sustainability**

CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the



WHITEHORSE CITY COUNCIL

Position description

needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

- Provide strategic and operational input into the overall management of Council's investment portfolio.
- To ensure the timely and accurate reconciliation of Council's bank and investment accounts.
- To ensure all bank related charges are processed in accordance with the applicable contract.
- Contribute to the development and achievement of department and divisional goals.

Key Responsibilities

Position Specific Responsibilities

Cash Flow Management

- Maintain a record of daily cash requirements and projected receipts, based on cash flow budget and adjusted in accordance with changed income/expenditure patterns.
- Ensure accuracy and completeness of Council's cash flow budget, based on Annual Budget.

Bank Reconciliations

- Ensure all Council's bank accounts are reconciled on a daily basis in accordance with established timetable.
- Ensure all reconciling items arising from bank reconciliations are investigated and cleared promptly and accurately.
- Ensure prompt processing of all Council receipts.
- Processing general ledger journals where required.
- Process Council's direct debits, credit card charges, and corporate credit cards.

Treasury

- Periodic review of investment portfolio to ensure Council is maximising returns and is adhering to Council's Investment Policy.
- Liaise with investment institutions with respect to investments.
- Ensure timely and accurate processing of investment transactions.
- Reconciliation of investment accounts, processing of interest accruals.

Other

- Liaise with Bank with respect to all banking related matters on behalf of Council.
- Contribute to the production of the annual financial statement notes and disclosures.

- Ad hoc cash audits at external locations in accordance with Council's Cash handling and Collection Policy.
- Assist and provide support with respect to payment options, banking tender and cash handling contracts.
- Reconciliation of various clearing accounts eg. Cashier's suspense.
- Reconciliation of the GST control accounts.
- Assist with preparation of the Annual Budget and other duties as and when required.
- Provide information to both internal and external auditors as and when required.
- Identifying issues with Oracle and trouble shoot and follow up queries and process tickets with Accenture.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety

Authority

Budget: Nil

Staff responsibility: Nil

Decision Making:

Exercise caution and follow departmental procedures to ensure tasks are handled effectively, efficiently and accurately. Undertake tasks and objectives to ensure the efficient operation of the position, selecting from a range of available processes. Provide assistance and guidance to management in the development of policies and procedures in areas of responsibility. Assess Council's financial position and investment requirements on a regular and on-going basis.

Key Relationships

Finance staff, cashiers, internal staff, financial and investment institutions.

Skills and Attributes

Qualifications/Certificates/Licences and Experience

- Tertiary Business qualifications or substantial experience in a local government accounting environment.
- Experience with complex bank reconciliations within a large organisation.
- Proven analytical skills and ability to reconcile various general ledger accounts.
- Experience in Cash Flow management forecasting & budgeting.

Technology

- Experience with corporate accounting systems. Experience with Oracle Cloud or Oracle Fusion preferred by not essential.
- Experience with PC based spreadsheet packages, in particular Microsoft suite of applications including Excel and Word.
- Experience with online banking systems.

Interpersonal

- Excellent communication skills, both written and oral, allowing effective communication with a variety of people both within and outside Council.
- Ability to constructively discuss and resolve problems through to a resolution.
- Commitment and proven ability to develop and implement quality service improvement processes.
- Perform work professionally and with integrity.
- Committed to assisting fellow team members.
- Attention to detail.

Leadership/management:

- Ability to engage constructively and actively with colleagues and community to establish positive relationships and partnerships in order to deliver services.

Examples may include:

- Accessible and willing to share information.
- Responsive to change.
- Communication is open and transparent.
- Offering assistance without being asked.
- Keeping each other informed

Key Selection Criteria

- Tertiary Business qualifications or substantial experience in a local government accounting environment.
- Experience with complex bank reconciliations within a large organisation.
- Experience in Cash Flow management forecasting & budgeting.
- Experience with PC based spreadsheet packages, in particular Microsoft suite of applications including Excel and Word.
- Excellent communication skills, both written and oral, allowing effective communication with a variety of people both within and outside Council.

Physical Requirements

Task	Performed Often	Performed Sometimes	Never/Rarely Performed
Keyboard duties	✓		
Reading tasks	✓		
Writing tasks	✓		
Sitting (extended periods)	✓		
Walking/standing (briefly)		✓	
Walking/standing (extended)			✓
Driving car/utility/truck			✓
Lifting/carrying duties (light)		✓	
Lifting/carrying duties (heavy)			✓
Pushing/pulling tasks (light)			✓
Pushing/pulling tasks (heavy)			✓
Chopping/digging tasks			✓
Bending/kneeling requirements			✓
Climbing stairs/ladders/scaffolds		✓	
Handling grease/oils			✓
Exposure to dust/dirt			✓
Exposure to hazardous materials			✓
Exposure to noise			✓
Repetitive arm/wrist/hand movements	✓		
Other (please specify)			

Any other relevant comments: