

# WHITEHORSE CITY COUNCIL

## Position description

<b>Job title:</b> Financial Accountant	
<b>Classification:</b> Band 6	<b>Effective Date:</b> March 2026
<b>Reports to:</b> Coordinator Financial Accountant	<b>Tenure:</b> 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**

### We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all 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 needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.



# WHITEHORSE CITY COUNCIL

## Position description

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

The Financial Accountant is primarily responsible for assisting the Financial Accounting Coordinator with the efficient and effective operation of the Financial Accounting function through the processing, reporting and analysis of financial data for key stakeholders across Council, which contributes toward the achievement of the Finance Department's goals and objectives.

## Key Responsibilities

### *Position Specific Responsibilities*

#### General Ledger Maintenance

- Ensure monthly financial accounting journals, including internal recharges and balance date adjustments are completed in a timely manner.
- Prepare various balance sheet reconciliations.
- Prepare reports and provide analysis of the balance sheet for monthly balance sheet reviews and corrective actions are undertaken.

#### Taxation

- Preparation and lodgement of the annual Fringe Benefit Tax return.
- Assist with GST reconciliations to ensure accuracy of GST recording.
- Assist in the preparation and lodgement of the monthly Business Activity Statement.
- Manage and coordinate the payment of superannuation for contractors.
- Arrange the payment of unclaimed money.
- Provision of technical advice to stakeholders on the above items.

#### Annual Report

- Assist with year-end procedures and the preparation of the Annual Report including:
  - Transaction processing.
  - account reviews and reconciliations.
  - review financial statements and notes for integrity and robustness.
  - migration of data from Council's accounting and reporting systems to the Financial Statements; and
  - liaising with external auditors.

#### Vendor Maintenance

- Create and maintain the Vendor Masterfile within Oracle (accounting system) and ensure vendor details are complete and accurate and treated appropriately in a timely manner.
- Prepare the weekly Vendor Masterfile Change Listing Report for review.

## Other Duties

- Carriage of accounting policies including Infringements.
- Reporting on all matters for Fines Victoria.
- Reporting and analysis on Asset Protection and other deposits.
- Reporting & analysis on all other aged items in the Balance Sheet.
- Preparation of reporting, analysis, and technical advice to support stakeholders.
- Reconcile the cash and credit card payments received from parking fees to collection audit reports.
- Oversee the credit card system administration, journals, and ongoing reporting.
- Authorise bank payments for Payroll.
- Prepare contractor superannuation quarterly.
- Prepare at year end volunteer reporting.
- Participate in periodic stocktakes of plant and equipment including depot & nursery stock, IT assets and Council's Fleet.
- Review the payment of creditor invoices for accuracy of coding.
- Assist in the preparation and reporting of acquittal statements.
- Liaise with internal and external auditors.
- Develop and maintain professional relationships with Council staff, finance professionals, and other relevant agencies and service providers.
- Assist the Finance department, other Council staff and the wider community with Finance related matters.
- Assist and support the Financial Accounting Coordinator with other duties as required.

### *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

## Key Relationships

### Internal Liaisons

- Liaise with all employees from Finance and Corporate Performance, Internal staff and both internal and external auditors.

## Skills and Attributes

### Qualifications and experience

- Degree or diploma in accounting or business-related discipline with minimum two years of relevant experience.
- Membership or progress towards membership, with a professional accounting body (CPA or ICAA).
- Working knowledge of accounting matters, including tax, reporting, accounting procedures (e.g., month-end) and accounting processes (e.g., accounts payable and accounts receivable cycle).
- A valid Victorian driver's licence.
- Satisfactory National Criminal History Check.

### 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.
- Ability to analyse data and produce meaningful management reporting.

### Interpersonal

- Works hard to meet work demands. Plans and organises work tasks, monitors progress and meets deadlines. Able to manage multiple tasks. Maintains a calm and focused manner even under pressure. Remains positive and enthusiastic despite obstacles, disappointments, or challenges at work.
- Works in a cooperative, respectful manner with Council staff, suppliers and the wider community. Balances a focus upon tasks with a consideration for people. Encourages teamwork and promotes respect and understanding.
- High level of verbal and written communication skills. Communicates clearly and confidently.

### Leadership/management:

- Manages own time to achieve specific set objectives in most efficient way.

## Key Selection Criteria

- Degree or diploma in accounting or business-related discipline with minimum two years of relevant experience.
- Membership or progress towards membership, with a professional accounting body (CPA or ICAA).
- Working knowledge of accounting matters, including tax, reporting, accounting procedures (e.g., month-end) and accounting processes (e.g., accounts payable and accounts receivable cycle).
- High level of verbal and written communication skills. Communicates clearly and confidently.
- Identifies problems, analyses issue, investigates, evaluates, and integrates information.

## 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:**