



Application Information Pack

Program Coordinator, Financial Accounting (Ongoing)

\$2,015.19 - \$2,226.86 per week
(plus 9.5% superannuation)

Full time – 35 hours per week

Division: Finance

Closing Date: 5.00pm, Monday 28 January 2019

Contact Officer: Shane Taylor on (02) 6285 6028

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Guidelines for Applicants

APPLYING FOR THE POSITION

You need to apply in writing for the position. It is most important to prepare a good application as it will be used to decide whether you proceed to interview. A good application shows why you are the best person for the job and how your skills, knowledge and experience meet the selection criteria.

Application must contain:

- A covering letter of application
- Telephone number(s) for contact purposes
- Your résumé (curriculum vitae) including referee contact details
- Your claims against the Functional Capabilities

NOTE: You should be available for interview as soon as the vacancy closes. If you know that you will be unavailable, please note this on your application and if possible, provide alternate contact details.

ELIGIBILITY REQUIREMENTS

To be eligible to work in Australia you must provide a copy of either a birth certificate, citizenship certificate, or a passport and a copy of a current driver's license with your application. If you are not eligible to work in Australia at the time of applying for the advertised vacancy, it is in your interests to advise (in your application) whether you have applied for Australian Citizenship or working visa and the expected timeframe for recommendation.

THE ROLE OF THE SELECTION COMMITTEE

The selection process will be undertaken by a small panel, usually consisting of three members. Each selection panel is convened with care to ensure that it has the necessary expertise to make a sound decision in a fair and impartial way. Collectively, the committee will have an understanding of the vacancy and its role and will be responsible for the integrity of the final selection decision.

The Committee will be responsible for shortlisting, assessing the applicant which may include questions at interview, skill testing or scenario problem solving or a mixture contacting referees and making a recommendation of appointment to the relevant delegate.

The most suitable applicants (short listed from their written application) will be called for an interview where each candidate's strengths and weaknesses in relation to the selection criteria are further assessed. The purpose of the interview is to provide the applicant with the opportunity to expand on information presented in their application and to enable the panel to gather further data for the assessment process.

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The body of the interview will be structured so that each interviewee is provided with the same assessment process and at the interview you will be given the opportunity to ask questions about the position. The assessment offer candidates the chance to demonstrate their understanding of the position and its duties.

At this stage you may also present information to the committee which you feel assists your application.

If you are offered an interview and you have any special needs (for example, wheelchair access to the building, interpreter for hearing impaired persons) you should inform the person who contacts you

You will be advised by letter or email if you have not progressed further in the selection process after interview.

You have the opportunity to contact the Chair of the panel to receive feedback on your application and/or interview. This feedback will assist you with future applications and interviews.

Please note that unsuccessful applications and recruitment documentation will be retained for 12 months and then destroyed. Recruitment documentation for successful candidates will form part of your personnel file.

REFEREE REPORTS

Comments will be sought from your nominated referees to determine your ability or potential to fulfil the selection criteria and the requirements of the job you have applied for. Referees will be required to confine their comments to their direct knowledge of you. It is therefore important that you nominate referees who are able to discuss your suitability in relation to the selection criteria.

Consider providing them with a copy of the position description so that they are prepared to provide relevant information to the selection committee. Written referee reports are not required.

MEDICAL ASSESSMENT

You will be required to undertake a medical assessment at Council's cost if the selection panel thinks you should progress in the selection process. The results of the medical will assist Council to determine if you are able to meet the inherent requirements of the position you have applied for. Pre-employment medical reports will be kept securely on file.

PROGRAMS TO ENSURE FAIR & SAFE EMPLOYMENT

Equal Employment Opportunity (EEO)

Queanbeyan-Palerang Regional Council believes that equality in employment is a fundamental right for all people. EEO principles ensure that people are not discriminated against and have equal access to employment, conditions of employment, training and development, promotional opportunities and evaluation of performance.

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The outcome of good EEO practice is a diverse and skilled workforce, improved employment access and participation of EEO groups and a workplace culture displaying fair practices and behaviours.

Work Health and Safety (WHS)

Queanbeyan-Palerang Regional Council is committed to safe work practices and a safe work environment. Council regularly reviews its facilities and work practices as part of its risk management plan. Each employee has a legislative requirement to ensure their work is carried out safely. Queanbeyan-Palerang Regional Council is also committed to assisting with the prompt return to work of injured workers.

Fitness for Work – Drug and Alcohol

Queanbeyan-Palerang Regional Council is committed to safe work practices and a safe work environment. Part of providing a safe environment is ensuring workers are fit for work and to this end Council has introduced an Alcohol and Other Drugs Procedure. Part of that procedure covers random testing. Random testing has been introduced to detect alcohol, opiates (including codeine), amphetamines (including pseudoephedrine) and benzodiazepines. Testing is conducted through oral means (breath test and oral swab).

SENDING YOUR APPLICATION

All completed applications can be:

- Emailed to: careers@qprc.nsw.gov.au
- Lodged online: <https://www.qprc.nsw.gov.au/Council/Careers/Apply-online>
or
- Sent to: PO Box 90, Queanbeyan NSW 2620



Position Description

Position Title	:	Program Coordinator Financial Accounting
Position No	:	10001
Portfolio	:	CEO Office
Branch	:	Finance
Grade	:	18
Location	:	Primarily based at Council's Queanbeyan Site and alternate locations as operationally necessary

The Role:

Report to	:	Chief Financial Officer
Responsible for	:	Direct Reports (if any)
Delegations	:	As detailed in Council's delegation register

Primary Purpose:

As a member of the Financial Accounting team, the position's primary purpose is to deliver on the following objective/s:

Objective:

- To deliver best practice and high quality financial services to Council.
- Meet the operational financial accounting requirements for Council.
- Ensure Council complies with Australian Accounting Standards and Office of Local Government Guidelines.

As a member of the Finance team, the position's ancillary purpose is to assist delivery on the following principles:

Principles

- *Service: Maintain seamless service delivery to communities in accord with adopted standards*
- *Opportunity: Embrace opportunities to improve services and infrastructure for communities*
- *Cohesion: Bring together and build on the strengths of strategies, structures, staff and systems*
- *Engagement: Inform and involve communities, staff and other partners, including industry unions, in planning and implementing change*
- *Integrity: Ensure ethical, open and accountable governance and administration*
- *Respect: Value the knowledge and contributions of staff, communities and other partners*

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Key Accountabilities

The position is accountable for:

- Supervision of staff; compliance with statutory obligations; and coordination and monitoring the performance of systems associated with the Program/s.
- Coordination of workplace health and safety, risk, environmental and quality (HSEQ) objectives and targets
- Coordinating resources (people, financial) in accord with program and projects budget
- Contributing to reporting on operational performance in accord with performance frameworks
- Contributing constructively to workplace committees and the transition to the modern future-focussed LGA envisaged for QPRC
- Assisting cooperative sustainability initiatives and practices in accord with strategies, policies and budget
- Contributing constructively to culture of health and safety within the Council.

Key Responsibilities

The position is responsible for delivery of the following programs and activities

Accounting	43.1.1	Accounting	Accounting functions including: Financial Statements Investments Financial System Integration Asset Accounting Reconciliations
Reporting	43.3.1	Financial Reporting	Reporting of Council's financial position via: Six monthly reporting Ability to deliver Financial Statements as per Accounting Standards and Office of Local Government Accounting Codes

The employer may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training.

Performance

Performance will be assessed on the performance measures listed in the respective Service Statement, and an agreed annual work plan, based on delivery of key initiatives and projects from the Operational Plan and Transition Plan, together exhibition of behaviours assessed against the principles and organisational values.

Key Relationships

Who	Why
Internal	
Committees	<ul style="list-style-type: none"> • Provide service, reporting and governance input to the Council, Committees (councillor and staff) including: <ul style="list-style-type: none"> ○ implementation and project groups
Service Management Team	<ul style="list-style-type: none"> • Participate constructively in the relevant forums to ensure service continuity, delivery of OP and compliance with all statutory and proclamation requirements • Contribute to the management that leads cultural change

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Who	Why
Administrative Body of Council	<ul style="list-style-type: none">• Support transformational change within service area of responsibility by providing support to the Portfolio General Manager, Service manager and guidance to key personnel in the implementation of strategic plans and goals• Provide performance oversight of staff to enable reform and transition initiatives to be successfully implemented in Council
External	

Functional Capabilities for the role:

- Qualifications in Accounting/Finance that are accredited by CPA Australia.
- Demonstrated experience in a financial accounting environment with preference given to Local Government experience and Sound Understanding of GST legislation in relation to Local Government.
- Ability to deliver Financial Statements as per Accounting Standards and Office of Local Government Accounting Codes.
- Ability to lead, motivate and supervise staff so that service unit strategies are delivered while use of organisational resources is optimised.
- Ability to plan, organise, set priorities and manage time, so that organisational resources are optimised and objectives are achieved within an agreed timeline.
- Ability to communicate effectively both in oral and written form to internal and external bodies, including excellent presentation skills.

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Behavioural Capabilities for the Role

Capability	Element	Behaviour
Personal Excellence	Personal Attributes	<ul style="list-style-type: none"> Exhibit calm and logical behaviours to manage and work through challenging, ambiguous and complex issues. Promote values-based behaviours that encourage staff to act in an honest, ethical and professional manner at all times. Promote and establish an inclusive culture that recognises the need to respect others expertise, authority and area of responsibility. Set realistic but challenging goals for teams with a range of capabilities and skills to get the best results.
	Well-Being	<ul style="list-style-type: none"> Ensure self and colleagues are aware of work based personal stress and of solutions to mitigate their potential impact.
Optimising Outcomes	Analytical	<ul style="list-style-type: none"> Maintain processes and systems that deal with conflict constructively and swiftly by basing on facts and clearly setting out expectations.
	Innovative	<ul style="list-style-type: none"> Explore and activate opportunities to enhance automated/technological functions to improve service delivery
	Holistic	<ul style="list-style-type: none"> Guide the team in identifying, escalating and contributing to the initiatives to resolve barriers to effectiveness.
Constructive Relationships	Quality Communication	<ul style="list-style-type: none"> Develop and maintain processes to ensure written and verbal communications are tailored according to audience.
	Team/Stakeholder Recognition & Engagement	<ul style="list-style-type: none"> Develop and embed the systems view to identify customers, partners & stakeholders.
	Collaborate & Cooperate for Optimum Outcomes	<ul style="list-style-type: none"> Support a culture based on collaborative effort that seeks out cross-organisational input.
	Humanistic and encouraging	<ul style="list-style-type: none"> Guide others personally and professionally through HS in order to resolve identified skill gaps and maximise aspirational opportunities.
	Staff Management	<ul style="list-style-type: none"> Provide leadership to the team by engaging and motivating them to deliver results and achieve the desired outcome.
Achievement	Accountability	<ul style="list-style-type: none"> Be output/outcome focus. Support systems which provide staff with the ability to deliver outputs/outcomes through expertise and efficient use of resources and commitment to quality. Ensure financial management policies and guidelines are understood and observed. Utilise procurement and contract management policies and guidelines and ensure compliance with them.
	Plan for and deliver results	<ul style="list-style-type: none"> Encourage staff to explore a range of possibilities and creative alternatives to suggest improvement to systems and processes for business improvement. Set realistic goals and priorities within budget, and work towards achieving them whilst still maintain flexible in order to overcome unforeseen obstacles.