



Position Description

Position Title	Financial Accountant
Tenure	0.8 FTE up to 1.0 FTE Full Time Permanent
EBA	WGCMA EA 2020
Location	Traralgon and Hybrid Working Available
Classification	Grade 4
Reports to	Lead – Finance & Compliance

A ORGANISATIONAL AND POSITION OBJECTIVES

About West Gippsland Catchment Management Authority (WGCMA)

We are responsible for over 40,000km of designated waterways across our region – all flowing to the Victorian coast, discharging through the Gippsland Lakes, or directly into Bass Strait and the Southern Ocean.

At our core is the work we do every day for catchment health through delivering Natural Resource Management programs. We remain committed to measurement, evaluation and improvement, strong partnerships and building our capacity as an organisation.

Organisational – Corporate Services

Within the organisational context the Corporate Services Unit provides financial management services, payroll services, information technology/management, fleet management and administrative services to the West Gippsland Catchment Management Authority (WGCMA). This service is provided through the development of policies and procedures and the preparation of operational and capital plans and budgets. The Corporate Services Unit then monitors the performance of the WGCMA against these budgets and plans.

The services provided by the WGCMA Corporate Services Unit extend to other Catchment Management Authorities and Partnership Organisations.

Position Objective

The position of Financial Accountant has been established to provide financial and business management support services to the organisation as well ensuring that the WGCMA complies with relevant tax and corporate law and meets its financial monitoring and reporting responsibilities.

The position is responsible for statutory reporting obligations, taxation compliance, invoice processing, financial reconciliations, financial reporting, analysis and interpretation of variances, and asset management.

B RESPONSIBILITIES & DUTIES

1. Provide Finance Support to WGCMA

- Undertake finance and project reconciliations.
- Ensure Government funding is invoiced according to Service Level Agreements, and other ad-hoc revenue is invoiced and collected according to individual contract requirements.
- Complete month and year-end financial processing to ensure the financial integrity of the ledgers, that all statement of financial position balances are reconciled, and that the monthly and end of year accruals are processed in a timely manner.
- Ensure effective preparation of annual financial statement.
- Assist with the Corporate Plan budgeting, annual project budgets, and monthly reforecasting process.
- Prepare and submit Business Activity Statements within required timeframes.
- Prepare and submit Fringe Benefits Tax and Payroll Tax calculations and returns.
- Prepare and submit the WorkSafe Rateable Remuneration return.
- Prepare regular finance reports to the Board according to the Board reporting schedules.
- Provide training to project managers on the preparation and input of budgets into the financial system.

2. Ensure WGCMA meets its Compliance obligations by:

- Complying with Australian Accounting Standards, the Financial Management Act and other applicable regulatory and statutory requirements.
- Meeting its financial monitoring and reporting responsibilities through ongoing compliance with the:
 - Financial Management Compliance Framework (FMCF) set out by the Department of Treasury and Finance.
 - Standing Directions 2018 Under the Financial Management Act 1994.
 - Tax Compliance Framework as part of the Financial Management Act Direction 4.5.2 – Taxation and Department of Treasury and Finance Tax Compliance Framework and Rules.
- Maintain up-to-date knowledge of new or proposed legislation, decisions, regulations and rulings in taxation and related areas and to advise management of the impact of changes on the WGCMA.

3. Deliver Reporting Obligations

- Provide financial reports in accordance with the predetermined schedule to the Executive Manager - Corporate Services on the financial position and performance of the authority for presentation to the Board and Executive Managers.
- Prepare the Annual Financial Report.
- Provide financial reports to investors, DEECA and DTF as required.

4. Asset Management

- Manage and monitor fixed assets including management of the asset register (including acquisition, disposal and depreciation), and analysis of capital expenditure and replacement cost analysis.

5. Landcare

- Undertake bookkeeping function for Landcare Network/s, including preparation of financial reports and timely completion of BAS.
- Coordinate the Landcare audit/s.

6. Support the Corporate Services Unit and other staff

- Provide support to the Lead – Finance and Compliance and the Executive Manager - Corporate Services as required.
- Provide training and assistance on the Financial Management System to users within WGCMA.
- Provide backup support to Payroll and Accounts Payable.

C SPECIALIST KNOWLEDGE AND SKILLS

- Extensive experience with financial systems and processes.
- Extensive relevant experience in budget management, analysing financial data and report writing.
- Ability to improve and develop methods and techniques for financial reporting.
- An understanding and application of Australian Taxation Legislation (including GST and FBT).
- A high level of computer literacy in Microsoft Office (specifically Excel) and appropriate accounting programs (e.g. Microsoft Dynamics).
- Ability to interpret new legislative requirements and then detail the likely impact of such requirements on the WGCMA to the Lead – Finance and Compliance and Executive Manager - Corporate Services.

D OTHER POSITION REQUIREMENTS

- Excellent planning, time management and priority setting skills
- Excellent ability to set own work objectives and manage projects with minimal supervision
- High level of competence in producing written plans and reports that are informative, clear and accurate
- Highly developed and demonstrated capacity to work autonomously, as well as part of a team

- High level inter-personal skills including negotiation, presentation, consultation and facilitation, suitable for a broad range of stakeholders
- Excellent verbal and written communication skills to effectively communicate with a wide range of stakeholders
- Ability to solve problems and negotiate innovative solutions to difficult or new tasks
- Ability to develop effective partnerships with a wide range of stakeholders to achieve outcomes to complex and challenging issues
- High level of judgement and decision-making capability
- To meet responsibilities, the incumbent will use available procedures and guidelines combined with knowledge of taxation law
- The incumbent should exercise own judgement when required to select the appropriate method, technology or interpretation of policy information to achieve objectives
- The incumbent may obtain guidance and advice from the Finance Team Leader and the Executive Manager Corporate Services.

E ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Responsible for determining day to day priorities to achieve required outputs
- Independently plan work so that statutory and organisational reporting requirements are met
- Demonstrate, understand and practice confidentiality in handling all Employee and Authority matters and other information
- Be accountable for ensuring that the Authority meets its taxation obligations and compliance with the Department of Treasury and Finance framework (FMCF).
- Carry out duties in a responsible and professional manner with a strong consideration for effective workplace relations
- Ability to represent the Authority on committees in a professional manner, in order to pursue the goals and objectives of the Authority
- Represent West Gippsland CMA in meetings and discussions with external liaisons, as appropriate, in accordance with the Authority's adopted policies.

F KEY SELECTION CRITERIA

- An appropriate tertiary qualification or significant relevant practical experience in a related discipline.
- Demonstrated experience with financial and management accounting and reporting procedures and systems.
- Experience working with relevant financial legislation, Australian Accounting Standards and Australian Taxation requirements (PAYG/FBT/GST) and the Financial Management Act.
- Well-developed verbal and written communication skills.

- High level of computer literacy with accounting packages and the Microsoft Office suite of programs, specifically excel.
- Well-developed time management, planning and prioritising skills.
- Demonstrated ability to analyse and provide solutions to complex problems.

G ORGANISATIONAL RELATIONSHIPS

Reports To	Lead - Finance and Compliance
Responsible For	Nil
Internal Liaisons	WGCMA staff, including the CEO and Executive, WGCMA Board and committees
External Liaisons	State Government Departments and Agencies, members of the public, suppliers, banks, auditors, Australian Taxation Office (ATO), and other Victorian CMA's.

H HEALTH AND SAFETY

Employees are required to carry out their work in accordance with health and safety legislation, and WGCMA policies and procedures. Employees have a responsibility to exercise reasonable care to protect their health and safety and that of others by following all reasonable health and safety instructions; reporting any incident or hazards; assist in hazard identification, risk assessment and implementation of risk controls; and use PPE provided.

The following information is provided to identify health and safety issues specific to this role:

- Travel to various office locations from time to time
- Activities associated with office work, including sedentary desk work
- Resolving disputes through negotiation or mediation with individuals

I WGCMA VALUES & BEHAVIOURS

Our values underpin every aspect of our work: *"We collaborate and support each other and our partners by acting with integrity, empathy and passion to protect and enhance the region's catchments"*.

J OTHER RELEVANT INFORMATION

1. Code of Ethics

West Gippsland CMA would require the participant to adhere to the following principles: "He/She or They shall not use the position for his or her personal gain or advantage, nor disclose any confidential information which may be acquired as a result of special opportunities arising from his/her or their employment with the Authority".

2. Private Practice

The successful applicant will not be permitted to engage in any trade, profession or business without the approval of the WGCMA Chief Executive Officer.

3. Smoking Restriction Program

The WGCMA provides a smoke free work environment and a non-smoking policy applies throughout all areas of WGCMA's operations including all vehicles.

4. Driver's Licence

A current Victorian Driver's licence may be required for this position and be produced, prior to commencement, for verification.

5. Privacy

The WGCMA collects personal information in accordance with the *Privacy and Data Protection Act 2012*. Information provided by you in support of your application will only be used in consideration of this vacancy. To protect your privacy all documentation provided by you will be destroyed at the conclusion of the recruitment process (6 months).

6. Equal Opportunity

We believe that the unique contributions of our people create our success. We share a commitment to value and embrace diversity in all forms; so that our work environment is a safe space we can all belong. All qualified applicants will receive consideration for employment regardless of their background, identity, orientation, ability or thinking style.

7. Employment Principles

The employment principles reinforce the public sector values. The principles are essential to a highly effective and harmonious workplace and are to ensure:

- Employment decisions are based on merit
- Employees are treated fairly and reasonably
- Equal employment opportunity is provided
- Human rights as set out in the Charter of *Human Rights and Responsibilities Act 2006* are upheld
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment

Reviewed By	Lucy Laurie-Rhodes
Review Date	03/03/2025

We acknowledge and pay our respects to the Traditional Owners of the region, the Gunaikurnai, the Bunurong, the Boonwurrung and the Wurundjeri Peoples and pay respects to Elders, past, present and emerging.