District Council of
Loxton Waikerie

Finance Officer – Accounting

Introduction

The attached Job & Person Specification (JPS) and associated information should not be considered as a comprehensive, complete and/or exhaustive list of responsibilities, criteria or outcomes for the position.

Instead, the JPS is intended to offer a concise account of the general nature of the work that Council requires to be undertaken, including the type and range of skills, qualifications and experiences that the Council believes the incumbent should possess in order to competently undertake the duties.

You can and will be asked to undertake duties within your competence, skills, abilities and training that may not be mentioned in the attached documents.

The incumbent should be aware that their role and position within Council is dynamic.

Continuous improvement and the enhancement of processes, practices, knowledge, skills and behaviours is expected by the District Council of Loxton Waikerie and will ensure Council delivers its commitment to the development of a vibrant and prosperous community.

People and jobs develop over time, so the attached JPS is a 'living document' and your active involvement in the evolution of the document is critical.

Our Vision

Our vision statement is our inspiration and provides us with purpose, strategic direction, motivation and purpose.

Influencing today … Shaping tomorrow

Our Mission

Our mission aligns with our strategic objectives and indicates how we will achieve our vision. It provides an indication of how we are going to get to where we want to be.

We are committed to:

- Actively enhancing the quality of life of our communities by encouraging health, well being and safety
- Encouraging and supporting a strong diverse economy that will provide prosperity, growth and employment opportunities for our community.
- Responsibly managing our built and natural environment
- Providing genuine and accountable leadership that inspires confidence within our community and ensures the responsible management of our resources
- Being an organisation that has a constructive culture and the capacity to be innovative, effective and efficient in delivering quality services to the community.

Our Core Values

Our core values are the principles, attributes and qualities we hold as important that we will display in the way we go about our business.



Job and Person Specification

Position	**Finance Officer Accounting** - Full-Time Position
Department	Finance
Reports to	Chief Finance Officer
Level of Direction	General
No of Direct Reports	None
Award/Stream/Level	Level 4 or 5 of the SA Municipal Officers (General Officer) Award and Council's Enterprise Agreement
Incumbent	Vacant
Commencement Date	4 January 2027

Key Result Area	Position Objectives and Tasks
Financial Reporting and Compliance	• Assist with the preparation and collation of Council's Annual Financial Statements and associated financial returns and schedules in accordance with applicable Australian Accounting Standards and legislative requirements. • Prepare monthly financial statements and reports for Council and relevant Committees. • Assist with the timely preparation of Council's Annual Budget. • Assist with the timely preparation of quarterly Budget Reviews. • Prepare and reconcile Council's monthly Business Activity Statement (BAS), including Goods and Services Tax and Fuel Tax Credits, and assist with Fringe Benefits Tax reporting. • Assist with the preparation of the Grants Commission Return and Australian Bureau of Statistics returns. • Assist with grant funding reporting requirements, including milestone reporting and grant acquittals. • Liaise with and assist Council's auditors and support the preparation of responses to audit requirements. • Assist with maintaining accounting records and financial registers in accordance with relevant legislative and accounting requirements.
Budgeting and Financial Analysis	• Assist the Chief Finance Officer with monitoring Council departments' performance against budget and variance reporting. • Assist the Chief Finance Officer with the preparation of financial analysis and reports to support informed financial decision-making. • Prepare budget statements for relevant Section 41 Committees.

	• Assist with maintaining Council's schedule of fees and charges, including annual analysis and recommendations regarding fee levels and structure.
General Ledger and Financial Systems	• Assist with the preparation and processing of journal entries and the reconciliation of relevant general ledger accounts, providing reconciliations to the Chief Finance Officer in a timely manner. • In consultation with the Chief Finance Officer, assist with documenting and maintaining processes to support the timely completion of end-of-month procedures and reconciliation of the general ledger and relevant sub-systems. • Assist with the ongoing review of Council's accounting system and chart of accounts to support compliance with relevant accounting and legislative requirements. • Act as a subject matter expert for the Authority General Ledger modules and Authority Business Intelligence System (BIS) application. • Assist with the ongoing development and improvement of Council's corporate and financial systems.
Banking and Treasury	• Complete the daily bank reconciliation for Council's main operating account. • Monitor Council's cash flow and assist with arranging the investment of surplus funds in accordance with Council requirements. • Maintain Council's Debenture Loan Register and assist with the preparation of Debenture Loan Applications to the Local Government Finance Authority of SA and other financial institutions. • Maintain Council's Corporate Credit Card Register and assist with Corporate Credit Card applications and associated administration. • Process BPAY receipts as required. • Assist with other treasury management functions as required.
Internal Controls and Audit	• Assist with maintaining and reviewing appropriate financial internal controls. • Undertake scheduled internal control reviews and assist with identifying and reporting any issues requiring attention. • Assist with the preparation of reports and information for Audit and Risk Committee meetings. • Provide guidance to staff to support appropriate financial processes, workflows and internal control procedures. • Assist the Chief Finance Officer with information and documentation required for internal and external audit activities.
Chief Finance Officer Support	• Provide financial and administrative support to the Chief Finance Officer as required. • Provide accurate and timely financial information and assistance to senior staff as required.

	• Assist the Chief Finance Officer with financial analysis and reporting to support Council decision-making. • Act in the position of Chief Finance Officer during periods of leave or when otherwise required.
Records Management	All staff have a responsibility to adhere to Council's Records Management Policy & Procedure by: • Creating records that adequately reflect the business they conduct including, where relevant, decisions made, and actions taken • Protecting and caring for records in their possession • Not removing, destroying or deleting Council records without proper authority to do so • Ensuring all official records form part of the records holdings of Council • Ensuring official records are captured within Council Records Management System • Recognising that the records they create and receive in the conduct of Council's business are the property of the Council.
Workplace Health and Safety	• Employees are responsible for taking reasonable care of their own health and safety and ensuring their actions do not adversely affect others. • Employees must comply with Council's WHS policies, procedures, safe work practices and reasonable instructions, including the correct use of PPE and participation in required training, inductions and emergency procedures. • Employees must promptly report hazards, incidents, injuries, near misses and unsafe conditions and cooperate with investigations and corrective actions. • Employees must only undertake work they are trained, competent and authorised to perform and follow established safety controls when using Council vehicles, plant and equipment, working in the field, working alone or interacting with the public.
Risk Management	• Ensure Council's Risk Management Policy and procedures are observed and complied with at both a personal and departmental level. • Take all reasonable steps to reduce risks identified in risk audits and any other relevant processes. • Demonstrate a commitment to risk management principles and practices, and to maintain a safe environment for staff and community • Ensuring the security of Council's assets under the officer's control.
Strategic Plan Core Values	• Ensure continuous improvement of Council's services through adherence with core values as documented in Council's Strategic Management Plan.

Person Specification	
Qualifications	• Tertiary qualifications in Business, Finance, Commerce, Accounting or a related discipline. • CPA or CA qualifications are desirable but not essential • Experience in Local Government Finance preferable
Knowledge	• A developing knowledge of the following Acts and Regulations: • Local Government legislation and regulations relevant to financial management. • Taxation legislation relevant to Council's financial operations. • A developing knowledge of administrative procedures, policies and activities applicable to a general office environment, with an emphasis on the Local Government sector. • Computer literacy with a general knowledge of computerised systems. • A developing knowledge of relevant payroll/personnel functions, including taxation requirements relating to the PAYG system. • A developing knowledge of accounting principles and procedures, including relevant Australian Accounting Standards. • A working knowledge of the taxation system as it relates to Goods and Services Tax (GST)
Skills	• Ability to interpret various relevant Acts and Regulations applicable to position • Be self-motivated, exercise initiative and judgment, and work effectively within a team environment • Ability to communicate with all levels of staff, elected members and the public • Have well-developed problem-solving skills • Ability to impart knowledge to other officers • High level of numeracy and accuracy skills • Ability to work under general supervision or without supervision • Have well-developed report writing skills
Experience	• Previous experience in an accounting, finance or related role, including general ledger and financial reporting responsibilities. • Experience in the preparation of journal entries, account reconciliations and financial reports. • Experience using computerised accounting and financial management systems. • Experience in budgeting, financial analysis and financial reporting. • Experience using Microsoft Excel, including complex spreadsheets for financial analysis and reporting. • Experience in Local Government accounting would be desirable.
Personal Attributes	• Possess strong verbal and written communication skills • Possess time management skills to schedule output effectively

Equal Employment Opportunity	• Demonstrate and promote equal employment opportunity principles in the workplace.
Delegation and Authority	• As per Council's Instrument of Delegation under the Local Government Act 1999.
Job Requirements	• The location of this position is at the Loxton Office but may be required to work from Council's other offices. • Council will maintain the right to locate this position to any of its offices/depots. • Some out of hours work may be required. • Actively participate in activities designed to approve the quality of service delivery in line with Council's mission statement, aims and objectives. • Participate in the development of and ensure compliance with the Councils Strategic Management Plan. • Participate in Professional Development Reviews (PDRs) at least annually. • Adhere to Code of Conduct of Employees, Council policies and procedures. • Promoting the Council and services available to the community. • Current South Australian driver's licence essential.
Professional Development	• Attend relevant conferences, seminars and training courses to keep up to date with changes in accounting concepts, Acts & Regulation that will impact on council's Financial Procedures • On-the-job training as required.

Signatures & Dates

Employee Vacant		Date:
Chief Finance Officer **Stacey Portolesi**		Date:

Date Last Reviewed: November 2026