



position description

POSITION TITLE	Team Leader Management Accounting and Payroll
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2024 to 2027 Band 8
DIRECTORATE	Community and Corporate
BUSINESS UNIT	Finance
REPORTS TO	Manager Finance
	Finance Business Partner – Assets
SUPERVISES	Finance Business Partner – Budgets
	Payroll and Taxation Administrator
EMPLOYMENT STATUS	Full time
DATE	
EMPLOYEE NAME	

ORGANISATIONAL CONTEXT

Wodonga Council's vision for the city is to be seen as a 'progressive, well-planned city that is affordable, offers an abundance of opportunities and is led by strong, empathetic stewardship'. This vision will support us to realise our mission 'to strengthen the community in all that we do'.

POSITION OBJECTIVES

As the Team Leader – Management Accounting and Payroll, your primary responsibilities include supervising the Finance Business Partner – Budgets, Finance Business Partner – Assets, and Payroll and Taxation Administration and ensuring the development and monitoring of the annual budget and long-term financial plan and the accurate, efficient and timely payment payroll and taxation obligations. Additionally, you will work to improve the budgeting, payroll, and taxation business processes and systems and will perform other accounting and finance duties as required.

our values

TRUST

RESPECT

INTEGRITY

LEARNING

our mission

WE WILL STRENGTHEN THE COMMUNITY IN ALL THAT WE DO

ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

You are responsible and accountable for the following:

Assets

In conjunction with the Finance Business Partner – Assets:

- Supporting the Assets and Projects Team to develop and maintain a rolling 10 Year Capital Program that:
 - Adheres to internal budget principles and assumptions and external legislation and regulations, e.g., the *Local Government Act 2020* (Vic) and Australian Accounting Standards;
 - Conforms to the required format for incorporation into the long term financial plan; and
 - Provides an accurate depiction of all new and renewal capital projects, along with their associated initial and ongoing costs.
- Collaborate with the Assets and Projects Team to identify and calculate/process through TechOne all asset capitalizations, depreciation, revaluations and disposals in accordance with accounting policies and external legislation and regulations, e.g., the *Local Government Act 2020* (Vic) and Australian Accounting Standards.
- Forecast depreciation based on the 10 Year Capital Program for the long term financial plan.
- Identify and monitor monetary contributions from developers and associated capital expenditures, and provide reports as required.

Budget and Long-Term Financial Plan:

In conjunction with the Finance Business Partner – Budgets:

- Collaborating closely with the Manager Finance and other stakeholders to develop the annual budget and long-term financial plan.
- Ensuring the continued relevance of the annual budget and long-term financial plan by meticulously reviewing actuals and facilitating allocation adjustments through journal entries and budget adjustments through the variation process.
- Drafting commentary about the budget, allocation adjustments, and variations for decision makers. Particularly for the monthly and quarterly finance reports.

Payroll:

In conjunction with the Payroll and Taxation Administrator:

- Effective management of the Payroll Module within the Human Resource Information System. For example, classification and pay increments.
- Accurate interpretation and application of the relevant Award(s), Enterprise Agreement(s), and other industrial laws.
- Accurate, efficient, and timely calculation, processing, and payment of payroll each fortnight and, where required, out of cycle/sequence for involuntary termination payments.
- Preparation and distribution/lodgment of payroll related reports to internal and external stakeholders, including data analysis and drafting commentary for decision makers. For example, the Single Touch Payroll reporting for the Australian Taxation Office, labor statistics reporting for the Australian Bureau of Statistics and ratable remuneration for the Workers' Compensation Insurer as well as internal reconciliations.
- Prepare and process payroll related disbursements per legislative requirements. For example, the Superannuation Guarantee and transfer of long service leave entitlements between Victorian Councils.
- Prepare complex accounting and finance worksheets and reconciling balance sheet ledger accounts related to the payroll. For example, current and non-current leave liabilities and superannuation payable.
- Provision of payroll related advice to the Manager Finance and other stakeholders.

Taxation:

In conjunction with the Payroll and Taxation Administrator:

- Prepare complex accounting and finance worksheets and reconciling balance sheet ledger accounts related to taxation. For example, current taxation liabilities.
- Preparation and lodgment of the monthly Interim Activity Statements, quarterly Business Activity Statements, and annual Fringe Benefit Tax Return to the Australian Taxation Office.
- Facilitate payment of taxation obligations to the Australian Taxation Office on or before the due date.
- Provision of fringe benefits taxation advice to the Manager Finance, Team Leader Management Accounting, Team Leader Financial Accounting, and other stakeholders.

External Financial Audits

- Participate in interim and year-end external financial audits by the Victorian Auditor General's Officer, providing all necessary assistance and documents as required.

Financial Literacy

- Enhancing stakeholder financial literacy through coaching and training.
- Assisting stakeholders to understand and improve financial performance.

Other Duties

- Improve business processes and systems.
- Perform other accounting and finance duties as required. For example, assisting with financial modelling, grant acquittals, preparing reports, and audits.

OUR VALUES

You are expected to demonstrate the values in your everyday work and your interactions with colleagues and the community.

Trust	Talk straight – Say what you mean and mean what you say Create transparency – Do not withhold information unnecessarily or inappropriately Right wrongs Practice accountability – Take responsibility for results without excuses Extend trust – Show a willingness to trust others, even when it involves a measure of risk
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Respect	Treat other people with courtesy, politeness and kindness, no matter what their position or opinion Listen first – Seek to understand others before trying to diagnose, influence or prescribe
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Integrity	Tell the truth in an appropriate and helpful manner that does not compromise the organisation's objectives and values Keep confidences Do what you say you will do to the best of your ability Be open about mistakes Speak of those that are absent only in a positive way
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Learning	Work together and learn from each other Continuously improve and innovate Be open to change There is a high degree of responsibility for results – delivery without excuses
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PERSONAL COMPETENCIES

For details of personal and leadership competencies relating your role, please see Attachment 1.

JUDGEMENT AND DECISION-MAKING SKILLS

Ability to use sound judgment in selecting the optimal method, technology, process, or equipment from a range of alternatives to achieve work objectives. Capable of developing policies and resolving complex or unprecedented problems by identifying, analyzing, and evaluating a broad spectrum of options before making a decision.

SPECIALIST KNOWLEDGE AND SKILLS

In addition to the required proficiency in accounting and finance (e.g., CA, CPA, or CFA), you will possess specialist skills in the following areas:

Asset Accounting

- Preparing and critically analyzing multifaceted accounting and finance worksheets.
- Performing complex balance sheet reconciliations.
- Advanced knowledge and expertise in interpreting and applying Generally Accepted Accounting Principles (GAAP) and Australian Accounting Standards.
- Participating in external audits.

Budgeting and Forecasting

- Advanced proficiency in budgeting techniques, including activity-based costing and rolling forecasts.
- Expertise in financial modeling to forecast future financial performance and analyze various scenarios.
- Demonstrated ability to develop comprehensive budget plans aligned with organisational goals and objectives.
- Strong analytical skills to identify trends, variances, and opportunities for cost optimisation.
- Advanced proficiency in utilising financial software and tools to streamline budgeting processes and improve accuracy.
- Experience in collaborating with cross-functional teams to gather inputs and assumptions for budget development.
- Proven track record of monitoring budget performance, identifying deviations, and implementing corrective actions as needed.

Payroll and Taxation

- Advanced knowledge and expertise in payroll and taxation, including accurate interpretation and application of complex legislation, regulation, and other relevant documentation such as Enterprise Agreements.
- Advanced skills in preparing complex accounting and finance worksheets and reconciling balance sheet ledger accounts related to payroll and taxation.
- Policy and procedure development and review, utilising analytical and investigative skills

Communication and Business Partnering

- Excellent verbal and written communication skills, with the ability to articulate complex financial concepts to non-financial stakeholders.
- Strong interpersonal skills to build and maintain effective relationships with internal and external business partners.
- Demonstrated ability to translate financial data into meaningful insights for decision-making and strategic planning.
- Experience in presenting financial information to senior management and key stakeholders in a clear and concise manner.
- Proficiency in business partnering, including collaborating with departments to understand their needs, providing financial guidance, and facilitating decision-making processes.

- Skilled in negotiating and influencing outcomes through effective communication and persuasion.
- Ability to act as a trusted advisor to Manager Finance and other stakeholders, including Service Managers, offering financial expertise and guidance to support their objectives and initiatives.

MANAGEMENT SKILLS

You will possess the capability to effectively manage your time, prioritize tasks, and meticulously organize your workload to ensure the successful execution of the role's responsibilities. Moreover, the management skills crucial for this position encompass:

- Adaptability: Demonstrating flexibility in responding promptly and professionally to inquiries and work requests, while adeptly adjusting to shifting priorities or unforeseen circumstances.
- Confidentiality Maintenance: Upholding the highest standards of discretion and confidentiality in handling sensitive information, ensuring that all data and communications are safeguarded with integrity and professionalism.
- Leadership: Capacity to lead, motivate, and develop the technical and interpersonal skills of the Finance Business Partner – Assets, Finance Business Partner – Budgets, and Payroll and Taxation Administrator.

These skills are essential for maintaining efficiency, professionalism, and trustworthiness in fulfilling the requirements of the role.

INTERPERSONAL SKILLS

You are expected to demonstrate the following essential qualities:

- Exceptional Negotiation Skills: Proficiency in navigating negotiations with finesse and efficacy, ensuring favorable outcomes for all parties involved.
- Proactive Approach and Self-Motivation: Demonstrating a proactive attitude, driving initiatives forward with self-motivation, and displaying acute attention to detail in all tasks undertaken.
- Exemplary Verbal Communication: Possessing highly effective verbal communication skills to engage with clients, the public, and colleagues. Skillful in resolving minor issues through clear and concise dialogue.
- Outstanding Written Communication: Exhibiting strong written communication abilities to correspond with clients, the public, and colleagues. Capable of preparing meticulous reports and routine correspondence.
- Collaborative Ability: Proficiency in fostering cooperation and soliciting assistance from clients, the public, counterparts in other organisations and colleagues to streamline administrative processes effectively.

In summary, the role necessitates a candidate who excels in negotiation, takes initiative with attention to detail, communicates effectively both verbally and in writing, and collaborates seamlessly to achieve shared goals.

INFORMATION TECHNOLOGY SKILLS

You are expected to have the following information technology skills:

- Proficiency in Financial Software: Advanced proficiency in utilizing financial software and tools to streamline budgeting processes, enhance accuracy, and facilitate financial analysis.
- Spreadsheet Mastery: Expertise in using spreadsheet software (e.g., Microsoft Excel) for financial modeling, data analysis, and reporting.
- Database Management: Familiarity with database management systems for organizing and retrieving financial data efficiently.
- Budgeting and Forecasting Tools: Experience with specialized budgeting and forecasting software to develop comprehensive budget plans, perform rolling forecasts, and analyze various financial scenarios.
- Communication Platforms: Familiarity with communication platforms (e.g., Microsoft Teams) to facilitate collaboration and communication with cross-functional teams and stakeholders.

- Presentation Software: Proficiency in presentation software (e.g., Microsoft PowerPoint) to create clear and concise presentations of financial information for senior management and key stakeholders.
- Data Visualization Tools: Familiarity with data visualization tools (e.g., Tableau, Power BI) to create visual representations of financial data for better insights and decision-making.
- Cybersecurity Awareness: Awareness of cybersecurity principles and best practices to ensure the security and integrity of financial data and IT systems.
- Continuous Learning: Willingness to stay updated with emerging technologies and IT trends relevant to finance and accounting.

These IT skills will complement your proficiency in accounting and finance and specialist skills, enabling you to fulfill the responsibilities of the Finance Business Partner - Assets effectively.

CUSTOMER CARE

Meet council's Customer Care expectations including:

- Being honest, ethical and professional;
- Being helpful and courteous;
- Listening with respect and understand the customer's issues;
- Meeting commitments made;
- Keeping the customer informed;
- Ensuring that the customer clearly understands what is being said;
- Apologising if a mistake is made and attempt to make it right; and,
- Assisting customers with physical, sensory or intellectual disabilities, to achieve equitable access to our services.

EMERGENCY MANAGEMENT

You may be required to assist in dealing with any emergency situation which affects the operation of the council and/or wellbeing of the community.

OCCUPATIONAL HEALTH AND SAFETY / RISK MANAGEMENT

Wodonga Council is committed to the highest level of health and safety and to ensuring effective risk management across all areas of council. To contribute to upholding this commitment you must have the ability to:

- Comply with and adhere to Occupational Health and Safety (OH&S) and risk systems of management (i.e. policies, procedures, Safe Operating Procedures etc.) to ensure your safety and the safety of others;
- Assist with the identification, assessment, evaluation and monitoring of risks and hazards within your area;
- Report any incidents, hazards or near misses immediately; and
- Contribute to participative arrangements for effective OH&S and risk management.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications in accounting and/or financial management. For example, Bachelor of Business with a major in accounting and/or finance.
- Membership or significant progress towards membership of a recognized professional body. For example, Chartered Accountant (CA), Certified Practicing Accountant (CPA), or Chartered Financial Analyst (CFA).
- A minimum of three years' experience in accounting and/or financial management.

LICENCES AND MANDATORY REQUIREMENTS

- Current Drivers Licence
- National Police Check (required to be supplied by the employee or prospective employee prior to commencement)

EQUAL OPPORTUNITY STATEMENT

Wodonga Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.

INHERENT REQUIREMENTS OF THE JOB

For details of the inherent requirements of the job, please see Attachment 2.

KEY SELECTION CRITERIA

1. Relevant Tertiary Qualifications: Possession of tertiary qualifications in accounting and/or financial management, exemplified by a Bachelor of Business with a specialization in accounting and/or finance, ensuring a strong foundation in financial principles and practices.
2. Professional Membership or progress towards Certification: Demonstrated membership or significant progress towards membership in a recognized professional body such as Chartered Accountant (CA), Certified Practicing Accountant (CPA), or Chartered Financial Analyst (CFA), indicating a commitment to professional development and adherence to industry standards.
3. Proven Experience in Accounting and Financial Management: A minimum of three years' hands-on experience in accounting and/or financial management roles, showcasing practical expertise in financial analysis, reporting, and strategic decision-making.
4. Advanced Proficiency in Budgeting Techniques: Mastery in budgeting techniques, encompassing advanced skills in activity-based costing and rolling forecasts. Ability to develop comprehensive budget plans aligned with organizational objectives and adapt to changing business dynamics.
5. Exceptional Communication Skills: Outstanding verbal and written communication abilities, enabling effective articulation of complex financial concepts to non-financial stakeholders. Capable of distilling intricate financial information into clear and concise messages tailored to diverse audiences.
6. Strong Interpersonal Abilities: Proven track record of fostering and maintaining productive relationships with internal and external business partners. Skillful in interpersonal communication, facilitating collaboration, and driving mutually beneficial outcomes.

Staff member signature

People and performance framework

CUSTOMER SERVICE AND COMMUNICATION	BUILD AND ENHANCE RELATIONSHIPS	PLAN, ORGANISE AND DELIVER	
 Understanding and valuing our customer needs to make sure we provide quality customer service.	 Collaborating and working with our people and community.	 Performing work to the best of our ability to deliver successful outcomes for our people and community.	
FUTURE FOCUS	PEOPLE DEVELOPMENT	MANAGE HEALTH AND WELLBEING	SAFETY AND RISK MANAGEMENT
 Identifying ways we can do better and anticipating future opportunities.	 Looking after the personal and professional growth of our people.	 Recognising the importance of staff health and wellbeing.	 Prioritising safe and ethical behaviour and decision-making in everything we do.

Customer Service and Communication	
Demonstrates commitment to a high standard of service to customers and the community.	<ul style="list-style-type: none"> Is helpful, shows respect, courtesy and fairness with staff and customers Demonstrates empathy and a willingness to assist Communicates information clearly Listens and asks questions to understand customer needs and point of view Proactively seeks solutions and keeps customers informed of progress Operates within council procedures and policies Writes in a way that is logical and easy to follow

Build and Enhance Relationships	
Works co-operatively and effectively with others.	<ul style="list-style-type: none"> Demonstrates clear, open and honest communication Works constructively to resolve conflict Shows enthusiasm to help others Listens and respects the value of different views, ideas and ways of working Builds and sustains positive relationships with staff and customers Actively participates in team and other activities Keeps others informed and seeks clarification when required

Plan, Organise, Deliver	
Organises and prioritises own work to meet work commitments.	<ul style="list-style-type: none"> Demonstrates effective use of time and resources to meet expectations and achieve outcomes Understands what is required of the role and how this contributes to team priorities Keeps appropriate people informed on progress of tasks and projects Seeks information when required, demonstrates initiative Undertakes to complete all tasks with a positive, can-do attitude

Future Focus	
Looks for improvements and is adaptable to change.	<ul style="list-style-type: none"> Understands council vision and purpose and how their role fits in Is willing to adapt to changing processes, systems, technology and environments Looks for improvements and better ways of doing things Seeks support and clarification when required

People Development	
Welcomes opportunities for learning and self-development.	<ul style="list-style-type: none"> • Displays council values • Reflects upon own performance • Seeks and acts upon feedback • Sets goals for personal and professional development • Finds ways to learn and improve in the completion of day-to-day tasks • Takes responsibility for own work and meeting job requirements

Manage Health and Wellbeing	
Takes responsibility for self-care and managing work-life balance.	<ul style="list-style-type: none"> • Demonstrates effective time management and prioritising of tasks • Is aware of, controls and expresses their own emotions appropriately • Recognises when support is needed • Accepts responsibility for their own actions and outcomes • Is aware of the importance of self-care

Safety and Risk Management	
Takes responsibility for personal actions and reports safety and compliance concerns.	<ul style="list-style-type: none"> • Remains vigilant in ensuring a safe working environment for self and others • Is aware of risk and takes action to prevent problems • Reports hazards, incidents (including near misses) and compliance concerns in a timely way • Understands the importance of honesty and transparency • Avoids and discloses conflicts of interest and guards against the misuse of council resources and assets • Complies with policies and procedures

ATTACHMENT 2

INHERENT REQUIREMENTS OF THE JOB

Wodonga Council will provide reasonable adjustments to assist a person with a disability to perform these inherent requirements of the job.

FREQUENCY	% OF WORK DAY / TASK
Rare (R)	0-5%
Occasional (O)	6-33%
Frequent (F)	34-66%
Constant (C)	67-100%

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Various duties relating to financial statutory reporting and accounting.	Providing financial accounting services to the organisation	<ul style="list-style-type: none"> • Liaison with staff of all levels • Liaison with external stakeholders and the general public • Phone use • Computer use • Data entry and interpretation • Use of multiple online systems • Photocopier use • Time management • Handwriting notes • Attending and facilitating meetings • Policy development and review • Driving company vehicles Supervision of others 	Sitting				X
			Standing		X		
			Walking			X	
			Lifting < 15kgs		X		
			Carrying		X		
			Pushing	X			
			Pulling	X			
			Climbing	X			
			Bending			X	
			Twisting	X			
			Squatting	X			
			Kneeling	X			
			Reaching			X	
			Fine motor				X
			Neck postures				X
			Accepting instructions			X	
			Providing instructions			X	
			Sustained concentration				X
			Decision making			X	
			Problem solving			X	
			Supervision of others	X			
			Interaction with others		X		
			Exposure to confrontation		X		
			Respond to change			X	
			Prioritisation				X