



Mansfield Shire

Position Description

Financial Accountant

High Country, Lakes and Rivers



Financial Accountant

Vision - Together we work with our community to make Mansfield Shire an even better place.

Mission - As one team, we plan, engage, communicate and deliver for our community

Position Number	Classification	Date
33.1	Band 7	August 2026
Unit	Enquiries	Status (FTE)
Business & Finance	Financial Controller	1.0

Position Overview

The Financial Accountant is responsible for the efficient and effective management of Council's financial and asset accounting, payments and revenue receipting, payroll, and statutory reporting activities in line with policy, statutory and professional standards. The Financial Accountant will seek to ensure these service functions are meeting the needs of the business.

Key Accountabilities

Audit/Financial Reporting

- ▶ Establishment of financial accounting, asset accounting, and corporate overhead cost allocation policies and controls.
- ▶ Management of the chart of accounts and finance, payroll, and accounts payable system structures.
- ▶ Gathering and monitoring of financial data, and completion of quarterly accrual accounting.
- ▶ Allocation of corporate overhead costs and segment reporting.
- ▶ Management of the accounting asset register and asset and contract accounting.
- ▶ Preparation of statutory returns, reports and acquittals in accordance with Australian Accounting Standards, including financial statements, annual Victoria Grants Commission returns.
- ▶ Co-ordinate compliance with ATO obligations including BAS, GST, FBT and PAYG.
- ▶ Assist with internal and external audits of Council's financial processes.
- ▶ Assisting with the preparation of Council's management reporting and Audit and Risk Committee reporting.
- ▶ Assisting with the preparation of annual budgets and the financial plan.

Leadership & Support

- ▶ Support the payroll, accounts payable, accounts receivable and accounting officers to deliver services in line with organisational and statutory requirements, ensuring effective customer service in all aspects of delivery.

- ▶ Support delivery of payroll services as required including:
 - Review of payroll related payments, including superannuation & Workcover.
 - Overseeing the implementation of any award, enterprise agreement or other legislated entitlements in the payroll software system
 - Assist with financial reports and returns in relation to Work cover
- ▶ Support the monitoring and delivery of accounts payable services as required including:
 - Internal controls in relation to Purchase Orders & Corporate Credit Cards.
 - Administration of Financial Delegations.

Manage Financial Activities

- ▶ Prepare Council's financial statements and performance reporting according to established timelines (ensuring that all accounts have been properly balanced), the relevant legislation, standards and regulations.
- ▶ Ensure the proper maintenance of accounting and other records according to statutory requirements and Council practices
- ▶ Responsible for maintenance of general ledger and associated subsidiary ledgers including monthly reconciliations and journals to ensure system integrity.
- ▶ Ensure accounting records are accurate and kept in a timely manner in accordance with legislation, accounting standards and internal accounting policies
- ▶ Maintain and report on the asset registers, including plant registers.

Investments

- ▶ Deliver and maintain weekly short term cashflow forecasting to enable the management of Council's investment portfolio and ensure cashflow requirements are maintained.
- ▶ In conjunction with the Financial Controller, manage Council's investments to maximise investment return within acceptable risk management policies.
- ▶ Complete/review Bank Reconciliations as required

Budget

- ▶ Support the preparation of the budget including working with the Capital Works Department to develop, monitor and report on capital works
- ▶ Prepare progress budget reports for management and Council in accordance with organisational timelines.

Other Finance Duties

- ▶ Provide advice, direction and guidance on the delivery of financial services and maintain an up-to-date awareness of relevant accounting developments.
- ▶ Assist with preparation of reports to Council, advisory committees, and management as required.

Our Values

Leadership &
Advocacy

Engagement
&
Collaboration

Integrity &
Respect

Improvement
&
Innovation

- ▶ Provide support to the Financial Controller and the Coordinator Financial Planning and Analysis as required.
- ▶ Assist with development of improved business financial reporting systems.
- ▶ Assist in the development and reporting of Performance Indicators, both internal and external.
- ▶ Develop, review and maintain the currency of policies and procedures to enhance internal financial controls and systems.
- ▶ Provide training and advice to staff to ensure financial literacy and compliance.

Organisational Relationship

Reports to

- ▶ Financial Controller

Supervises / Manages

- ▶ Payroll Officer/Finance Officer
- ▶ Accounts Payable Officer

Internal Liaisons

- ▶ All other staff

External Liaisons

- ▶ General Public
- ▶ Residents and Ratepayers
- ▶ Other Levels of Government
- ▶ Municipal Association of Victoria
- ▶ Australian Taxation Office
- ▶ External and Internal Auditors
- ▶ Banks and Investment Agencies

Specialist Knowledge and Skills

Knowledge of:

- ▶ Synergy, Civica Altitude and Magiq system experience (preferred)
- ▶ Application of quality customer service standards.
- ▶ Statutory financial reporting for Local Government.
- ▶ Application of Australian Accounting standards.
- ▶ Long term financial planning.
- ▶ Local Government Act 2020.
- ▶ Local Government (Governance and Integrity) Regulations 2020.
- ▶ Cost and Management Accounting practices.
- ▶ Financial budgeting and control.

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Skills and Competencies

- ▶ Ability to analyse and interpret financial data.
- ▶ Strategic thinking and planning.
- ▶ Ability to develop, review and amend financial policies and procedures.
- ▶ Experience in the use of Microsoft Office Applications and Financial Accounting Systems.
- ▶ Records management skills.
- ▶ Customer service and partnering skills.

Qualifications and Experience**Experience**

- ▶ Experience in financial management, including budget development, preparation of statutory financial statements, and a sound knowledge of the Local Government Act is preferred.

Qualifications

- ▶ Current Victorian driver license.
- ▶ Appropriate degree qualification in accounting or equivalent
- ▶ Have obtained or are working towards Professional Accounting Qualification or (CA, CPA)

Key Selection Criteria

- ▶ Ability to manage and deliver financial accounting functions, and analyse and interpret financial data.
- ▶ Understanding of statutory financial reporting for Local Government and application of Australian Accounting Standards is preferential
- ▶ Understanding of Local Government Act is preferential.
- ▶ Knowledge of and experience with cost and management accounting practices is preferred.
- ▶ Ability to work and partner with the business.
- ▶ Ability to work in a complex environment of competing demands and multiple priorities with minimal supervision or support.
- ▶ Interpersonal and communication skills: The ability to communicate and collaborate constructively with a variety of internal and external stakeholders in order to build and maintain effective relationships.
- ▶ Experience in identifying and implementing opportunities for improvement.

Desirable

- ▶ Civica Altitude system experience (preferred)
- ▶ Advanced excel experience
- ▶ Experience in a Local Government environment. (preferred)
- ▶ Knowledge of and experience with Local Government property valuations and rating systems.
- ▶ Demonstrated experience with long term financial planning.

Position Descriptors – Band 7

Organisational Accountabilities

- ▶ Ensure that Mansfield Shire Council's Code of Conduct and all policies and procedures are adhered to including Occupational Health and Safety (OH&S) and Human Resource management procedures and practices.
- ▶ Understand the principles of risk management and their application to all Council activity.
- ▶ Support organisational development and continuous improvement initiatives within the Council.
- ▶ Provide quality customer service and accurate information on Council products and services, communicate with customers in a friendly and courteous manner, effectively manage their enquiries and complaints and deliver timely punctual and reliable service.
- ▶ Provide assistance with Municipal Emergency Services as required.
- ▶ Support principles in place to make informed decisions in relation to services and assets considering built, social, economic and natural impacts of service delivery, asset provisions and asset maintenance.
- ▶ Ensure that full and accurate records of activities and decisions are created and captured and observe records management procedures in accordance with Council policy.
- ▶ Develop and maintain a culture in which staff anticipate and deliver services in a responsible and customer focused manner.
- ▶ Be committed to and implementation of the Council Plan and Annual Business Plan of Council.
- ▶ Work cooperatively and ensure positive communication and relationships with all staff across all departments.
- ▶ Understand the Best Value principles and practices relevant to the Department.
- ▶ Contribute to the improvement of the department by innovation and personal initiatives and contribute to team meetings.

Organisational Context

The Mansfield Shire Council organisational structure has been developed with the following departments reporting directly to the CEO:

- ▶ Community Health & Wellbeing
- ▶ People, Communication & Governance
- ▶ Capital Works & Operations
- ▶ Investment & Planning Services.
- ▶ Business & Finance
- ▶ Customer Service & Development

This structure has been designed to ensure a clear focus on the delivery of best value services and to utilise the skills and experience of staff in the most effective manner.

Accountability and Extent of Authority

- ▶ Activities are governed by established organisational policies and procedures and within agreed service standards and established internal controls.

- ▶ Direction is covered by clear service delivery objectives and targets and/or budgets.
- ▶ Input to policy development within area of expertise is required.
- ▶ Freedom to act subject to professional and regulatory review.

Judgement and Decision Making

- ▶ This position requires a combination of high level problem solving skills and policy development expertise.
- ▶ The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent. The problem solving process comes from the application of these established techniques to new situations and the need to recognise when these established techniques are not appropriate. Guidance is not always available within the organisation.
- ▶ Authorised to approve expenditure on relevant accounts as determined by delegation.

Management Skills

- ▶ Skills in managing time, setting priorities, planning and organising one's own work.
- ▶ Supervision skills to establish and maintain productive relationships with staff, community internal and external stakeholders.
- ▶ Knowledge of, and ability to implement personnel practices including equal opportunity and health and safety, training and development.
- ▶ Ability to apply initiative and innovative thinking to organisational problems.
- ▶ Achieve annual strategic performance objectives set for the position.
- ▶ Take ownership and work autonomously.

Interpersonal Skills

- ▶ High level of oral and written communication skills including a high level of sophistication in creation of correspondence and reports.
- ▶ Ability to gain cooperation and assistance from peers, consultants, contractors, developers, agency representatives and customers.
- ▶ Ability to lead, motivate and develop other employees.
- ▶ Advanced decision making and problem solving skills.
- ▶ Highly developed analytical skills.
- ▶ Demonstrated commitment to quality customer service.

Diversity and Inclusion

- ▶ Mansfield Shire Council is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.
- ▶ We value inclusion and diversity within our workforce and our community, supporting the invisible and visible qualities of all who walk through our doors. As an employee of Mansfield Shire Council, you will respect and show kindness to all regardless of ethnicity, sexuality, identity or any other protected attribute.

How to apply

1

Cover letter

Prepare a cover letter providing a snapshot of why you are interested in the position and the reasons we should hire you. Include any required information that has been outlined in the job advertisement. Your cover letter should be no longer than one page in length.

2

Key selection criteria

Respond to the list of key selection criteria clearly demonstrating how your qualifications and/or experience would help you to meet the requirements of the role. **Please ensure that you address all key selection criteria contained within the position description.** This document should be kept to a maximum of two pages if possible.

3

Resumé

Provide your up to date resumé containing a summary of your skills, employment history, experience, knowledge and abilities. A good resumé will be tailored to the position you are applying for with emphasis on the skills and experience that directly relate to the role.

4

Submit your application by the closing date

Once you have collated the necessary documents, visit the Mansfield Shire Council's 'Information for Applicants' web page at <https://www.mansfield.vic.gov.au/council/work-with-us/information-applicants> for information on how to submit your application. All information must be received by Council prior to the advertised closing date.

For more information please contact:

Michael McCormack, Financial Controller on (03) 5775 8555

More detailed information on how to apply is available at
<https://www.mansfield.vic.gov.au/council/work-with-us/information-applicants>
including tips for addressing key selection criteria, writing a cover letter and resumé.

OFFICE USE ONLY

Authorised by CEO:



Employee's
Signature

Date:

7/8/2026

Employee's
Name

Date: / /



Mansfield Shire