

Employment Information Package

Accountant Financial Systems

Position number: POS0014

Enquiries:

Name: Pieta Sinfield

Position: Team Leader Accounting

Phone: 03 6323 3167

Email: Pieta.Sinfield@launceston.tas.gov.au

Application closing date: 3.00PM, FRIDAY, 11 APRIL 2025

📍 Town Hall
18–28 St John Street
Launceston TAS 7250

✉️ PO Box 396
Launceston
TAS 7250

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 City of
LAUNCESTON

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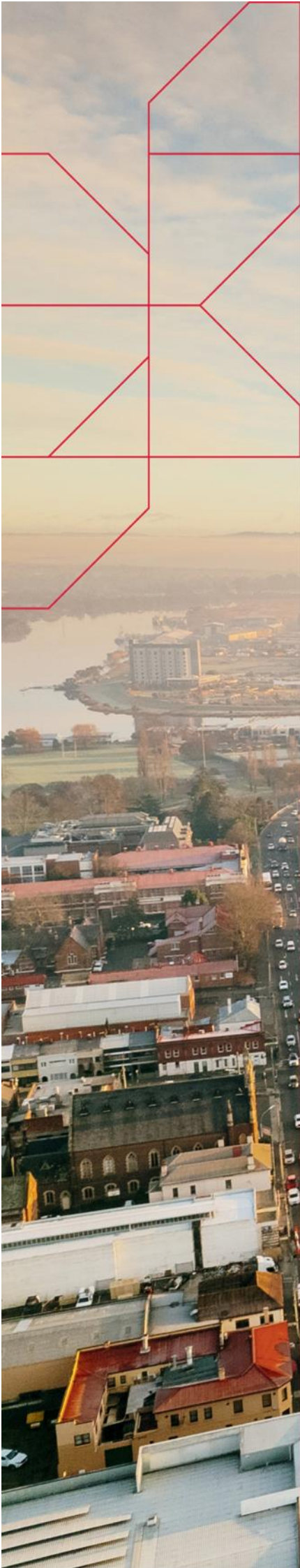
Address applications to:

Senior Leader People and Culture
City of Launceston
PO Box 396
LAUNCESTON TAS 7250

Email address: contactus@launceston.tas.gov.au

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.





About the City of Launceston

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents.

Our city is human scale. A series of green and wild spaces linked by heritage streetscapes and thoughtful adaptations. A real blend of old-world and new, tradition and innovation.

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 71,000 residents.

The City of Launceston is Tasmania's largest municipal council in terms of population and revenue. Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

Click [here](#) to view City of Launceston's strategic and annual reporting.

The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government.

An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.

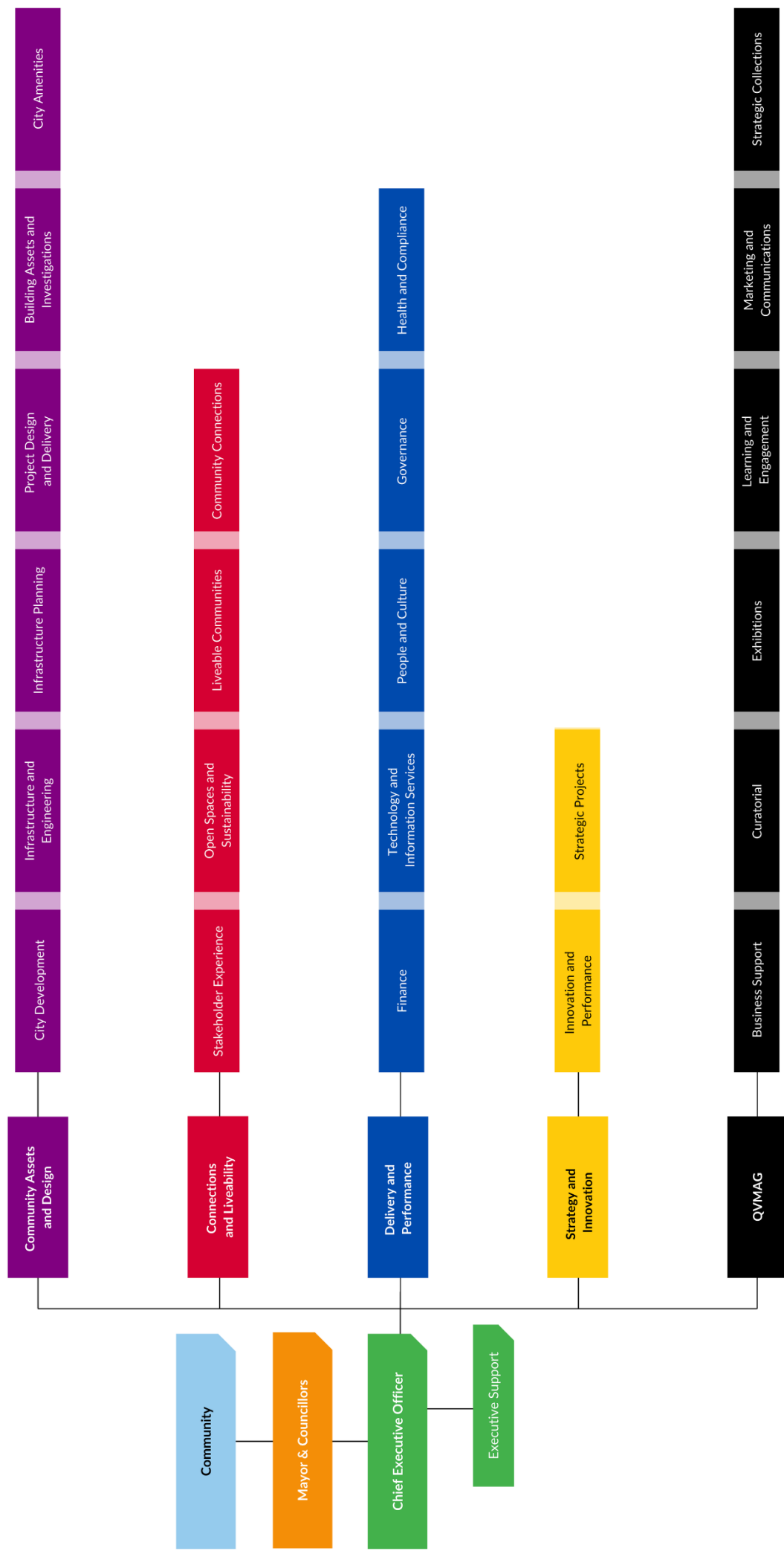
Employee benefits offered by the City of Launceston include:

- Our employees have access to discounted health insurance options through St Luke's Health and BUPA.
- Employees have access to a free EAP service, which provides support and counselling for personal and work related issues, coaching and advice for leaders and counselling assistance for immediate family members.
- We are committed to providing a working environment that is sufficiently flexible to meet the operational requirement and workload demands of the City of Launceston while accommodating, where possible, the needs of our employees.
- Discounted membership at Launceston Leisure & Aquatic Centre.
- Discounts at the QVMAG Gift Shop.
- Additional leave: employees may request to purchase an additional two or four week's additional leave per year to help manage family/carer responsibilities or other special circumstances.



OUR VISION OUR PURPOSE

Inspired people, working together to create the best outcomes for our community.
We are a progressive organisation, working with our community to create a positive future for Launceston.



Organisational values

At the heart of our organisation are our four organisational values. Our employees are expected to adhere to, support and promote our values at all times.

Our aim is to attract and retain people who share our values and want to be a part of our positive workplace culture. Before submitting your application please review our values and decide if they are a good fit for you.



OUR PEOPLE MATTER

- We value clear and open communication
- We support and encourage each other
- We respect diversity
- We recognise individual needs, experience and strengths



WE CARE ABOUT OUR COMMUNITY

- We take pride in our work and pursue a standard of excellence
- We genuinely listen, and value collaborative relationships
- We strive towards the best outcome for our community
- We make responsible and sustainable decisions



WE BRING AN OPEN MIND

- We actively seek opportunities to continuously improve
- We respect and explore different ideas and perspectives
- We embrace change that leads to positive outcomes
- We value innovation and creativity



WE GO HOME SAFE AND WELL

- We show care for people and look out for one another
- We speak up and support others to be healthy and safe
- We take personal responsibility for our own health and wellbeing
- We value work-life fit

Information for applicants

Please read this information carefully, as it will help you with the preparation of your employment application.

When applying for this position, you must provide the following documentation:

1. Covering letter
2. Statement addressing the selection criteria (highlighted criteria only)
3. Resume

The online Application for Employment can be [accessed here](#) (you will be asked to attach your supporting documentation)

1. Your covering letter should introduce you and explain why you are applying for the role.
2. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

Please see information here on how to address the [Selection Criteria](#).

3. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact the People and Culture Team via email at contactus@launceston.tas.gov.au, noting your preferred method of communication and contact details and a member of the team will be in touch.

City of Launceston is an equal opportunity employer. Our workforce is diverse, inclusive, flexible and family-friendly.

We value the different backgrounds, skills and contributions of all employees and treat each other and our community with respect.

We want opportunities at City of Launceston to be accessible and attainable to all candidates. If you are interested in this role but have concerns about your suitability, please talk to us before submitting your application.

Recruitment steps

1. Application received

2. Shortlisting

- Shortlisted applicants will be contacted by telephone or email to arrange an interview.
- Unsuccessful candidates will be advised by email.

3. Interview

4. Pre-Employment Checks:

- Reference Check
- Police Check
- Medical Assessment
- Drug and Alcohol screening

All costs covered by City of Launceston

5. Suitability determination and preferred candidate identified

6. Letter of Offer



General conditions of employment

Position title	Accountant Financial Systems
Employment terms	Temporary, Full Time
Working pattern	19-day month
Total remuneration	\$108,944 - \$123,996* <i>*Total remuneration includes superannuation, as detailed below</i> Base salary \$94,528 - \$107,589
Superannuation	Employer contribution of 15.25%

- **Annual leave:** employees are entitled to 4 weeks (pro-rata for part-time employees) annual leave per year, plus leave loading.
- **Personal leave (for sick and carer's leave):** employees are entitled to two weeks (pro-rata for part-time employees) personal leave per year, if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.
- **Paid parental leave:** employees are entitled to fourteen weeks paid (or twenty eight weeks at half-pay) parental/adoption leave for the primary carer; two weeks paid leave for the secondary carer.
- **Long Service Leave:** Long service leave applies after 7 years continuous service.

The City of Launceston Enterprise Agreement 2021 is available [here](#)

The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2022 is available [here](#)

Position Description

Position Description Form - Officer

PF NUMBER:	PF0	POS NUMBER:	POS0014
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POSITION TITLE:	Accountant Financial Systems
AWARD CLASSIFICATION:	Grade 6
EMPLOYEE:	Vacant
TEAM:	Finance
REPORTS TO:	Team Leader Accounting
PREPARED BY:	Senior Leader Finance
DATE:	March 2025

APPROVED BY:	
NAME:	Nathan Williams
POSITION:	Acting Executive Leader Delivery and Performance
SIGNATURE:	

POSITION PURPOSE (Why does this position exist)

- To maintain financial ledgers and systems.
- To assist IT with user access to financial ledgers and systems.
- To ensure the integrity of operating reports and system enquiries.
- To initiate and participate in the continual development of financial management systems.
- To maintain budget and reporting systems.
- To administer security of Council's online banking.
- To improve the use and understanding of financial systems and results within the Council.
- Support increased financial literacy across the organisation.

City of Launceston is a values-based organisation, which means that we employ people who share and display Our Values

OUR VALUES



Our people matter

- we value clear and open communication
- we support and encourage each other
- we respect diversity
- we recognise individual needs, experience and strengths



We care about our community

- we take pride in our work and pursue a standard of excellence
- we genuinely listen, and value collaborative relationships
- we strive towards the best outcome for our community
- we make responsible and sustainable decisions



We bring an open mind

- we actively seek opportunities to continuously improve
- we respect and explore different ideas and perspectives
- we embrace change that leads to positive outcomes
- we value innovation and creativity



We go home safe and well

- we show care for people and look out for one another
- we speak up and support others to be healthy and safe
- we take personal responsibility for our own health and wellbeing
- we value work-life fit

Accountabilities	Activities/Tasks include:	Success looks like ...
General		
City of Launceston's Values	Behave in a way that supports the City of Launceston's values. <ul style="list-style-type: none"> • Our people matter • We care about our community • We bring an open mind • We go home safe and well 	Demonstrates, through behaviour, an alignment to and an understanding of Our Values.
Technology	Use technology and information to maximise efficiency and effectiveness.	New and existing technologies are utilised effectively.
Collaborate	Work collaboratively within your team and across other teams. Support delivery of the Team's strategic and annual plan actions. Work with other teams as relevant to technical role accountabilities.	Actively participating in team meetings/tool box meetings, by offering ideas and suggestions and providing feedback Collaborative opportunities are sought across teams
Innovation	Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and other teams.	Improved work practices and projects.
Technical		
Financial Systems	<ul style="list-style-type: none"> • To assist with the development of financial management and reporting systems. • To maintain the general ledger, in particular the use of correct coding structures. • To ensure budget information received from the budgeting system and adjustments to the approved budget are properly balanced in the ledger. • To monitor and correct allocations to general ledger, in accordance with sound accounting practices. • Ensure appropriate processes are in place to ensure imports from other systems are monitored and reconciled. • Ensure payment processes are monitored and documentation reviewed as necessary. Undertake testing for changes to Financial Systems modules.	Reliable, functional and easy to use systems. Minimal system disruption. Changes to financial systems are tested prior to implementation.
Financial reporting	<ul style="list-style-type: none"> • If required, assist Accountants in producing timely monthly council operations reports for all departments. • To produce grant acquittals and ad hoc reports as required. • Facilitate electronic reporting and enquiry facilities for users. To assist managers in assessing current performance and variances.	Monthly operations reports distributed within 5 working days of month end. Other reporting completed in an accurate and timely manner.
Cash Management	<ul style="list-style-type: none"> • To review bank reconciliations on a regular basis. To be aware of short term cash requirements and ensure funds are available as required.	Bank reconciliations complete and reviewed within 4 working days. Cash always sufficient to meet requirements.

Accountabilities	Activities/Tasks include:	Success looks like ...
Online Banking	<ul style="list-style-type: none"> • Administer online banking platforms. • Ensure security levels are appropriate. 	User access is appropriate and in line with Council policy.
System administration - financial application	<ul style="list-style-type: none"> • To liaise with the IT Department on system usage, configuration and technical issues relating to the operation and performance of the application. • Liaison with the supplier and/or IT to resolve problems and specify enhancements • Set up, maintenance and deletion of users of the application including access and usage rights. • Recommend training to be provided in respect of the application. <p>Maintain interfaces between Financial Systems</p>	<p>Ensure system is managed in accordance with user needs.</p> <p>Delegations are maintained at appropriate levels.</p> <p>Training provided as needed and as requested.</p>
Budgets	<ul style="list-style-type: none"> • To assist in the preparation of annual budgets. • To ensure the integrity of the budget and reporting systems. 	Budgets completed in line with Corporate Planning Framework.
Taxation	To assist in the timely preparation and lodgement of GST, TPAR and FBT returns.	Taxation returns are lodged accurately and on time.
LTFP and SAMP	Assist in the annual preparation of Council's LTFP and SAMP as required by the Senior Leader Finance.	LTFP and SAMP completed on an annual basis in line with Corporate Planning framework
Work Safely with a Duty of Care for fellow employees and ensure procedural compliance	<p>Perform all work in a safe manner in accordance with the City of Launceston's WHS Policy and Procedures</p> <p>While at work, a worker must –</p> <p>(a) take reasonable care for his or her own health and safety; and</p> <p>(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</p> <p>(c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and</p> <p>(d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.</p> <p>(Section 28 Work Health & Safety Act 2012)</p>	
<p>Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.</p>		

WORKING WITH VULNERABLE PEOPLE CHECK

	Yes/No
Working with Vulnerable People Check required?	No

If yes, include in Selection Criteria table below

SELECTION CRITERIA	
POSITION REQUIREMENTS/COMPETENCIES	
Organisational	
<ul style="list-style-type: none"> Community Focussed: considers community/customers in decision making Communicate and Engage: demonstrates self-awareness & encourages open discussions & contributions from others Create and Innovate: displays initiative & considers different ideas and perspectives Safety Focussed: takes responsibility for own and team's health, well-being and self-care 	
Position Specific	
<ul style="list-style-type: none"> Strong understanding of financial systems in relation to integration, balancing, access control, reporting and end to end processing issues. Strong ability to analyse financial and process issues and find solutions to problems. Assess and analyse data and prepare reports. Work collaboratively within own team and across Networks 	
QUALIFICATIONS AND EXPERIENCE	
<ul style="list-style-type: none"> Relevant tertiary qualification At least five years accounting experience, with system administration experience desirable 	

REPORTING STRUCTURE	
Leader	Senior Leader Finance
Direct Reports	None

KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc)	
Internal	Nature of Relationships
Financial report users	Reports
Leaders	Budgets
Financial system users	Training
External	Nature of Relationships
Consultants	Liaison as required
Funding bodies	Grant acquittals
Auditors	Service providers

DELEGATIONS & AUTHORISATIONS (Local Government Act, By-Laws etc)	
Purchasing Approvals	Limit \$
Bank account signatory	
Investment account signatory	

Confidentiality

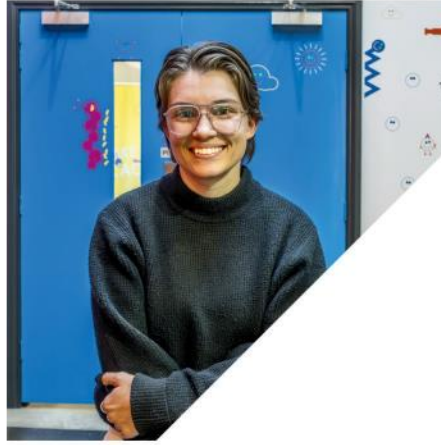
Employees are

- a) Able to access; or
- b) May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

By accepting this position the employee undertakes:

- a) To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- b) To not access any information within the organisation's systems that is not directly relevant to their work.
- c) To abide by the requirements of the Confidentiality and Privacy clause of the relevant Enterprise Agreement.

OTHER RELEVANT INFORMATION
<p>Expectations of a City of Launceston employee:</p> <ul style="list-style-type: none">• Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism;• Seeks feedback broadly and asks others for help with own development areas; and• Translates feedback into an opportunity to develop.



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