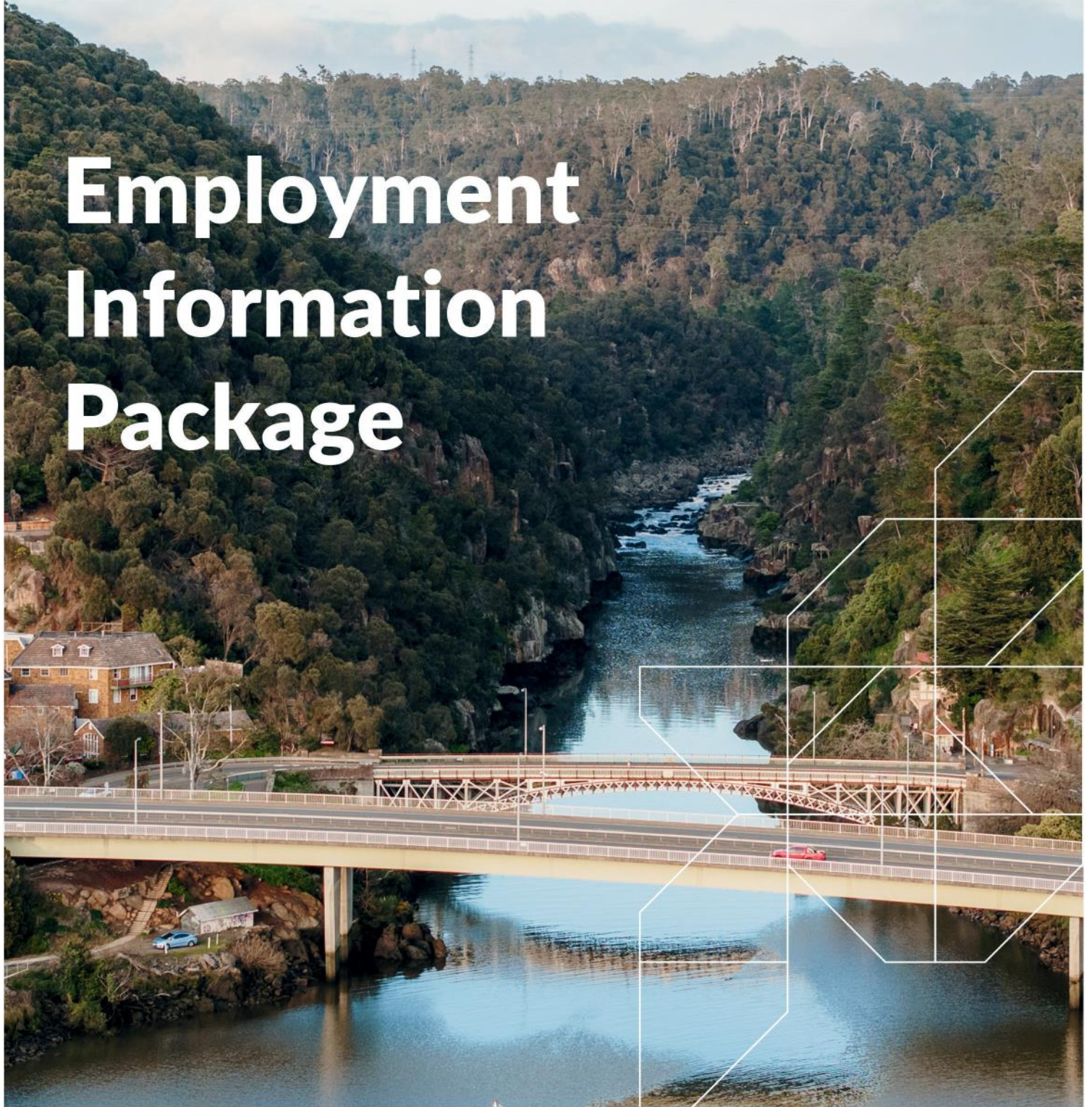


Employment Information Package



Senior Financial Accountant

Position number: POS0591

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

☎️ 03 6323 3000
@ contactus@launceston.tas.gov
🌐 launceston.tas.gov.au

 City of
LAUNCESTON

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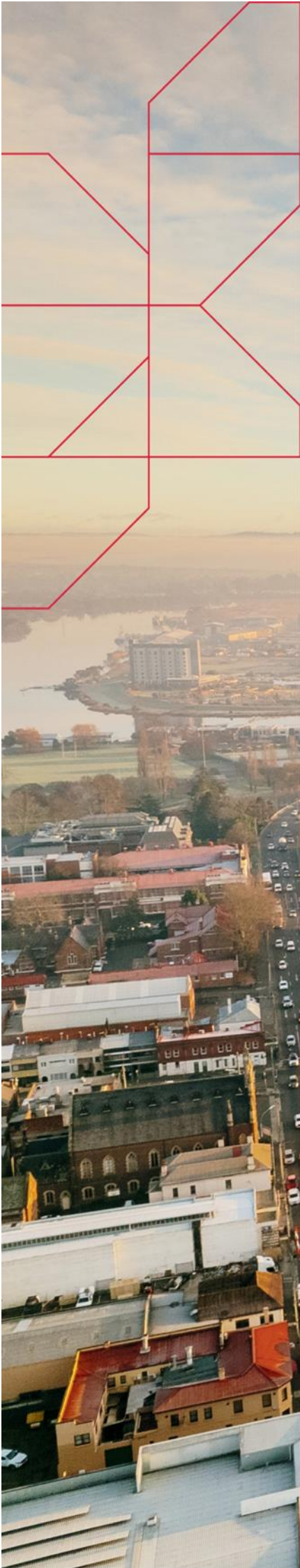
Address applications to:

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.



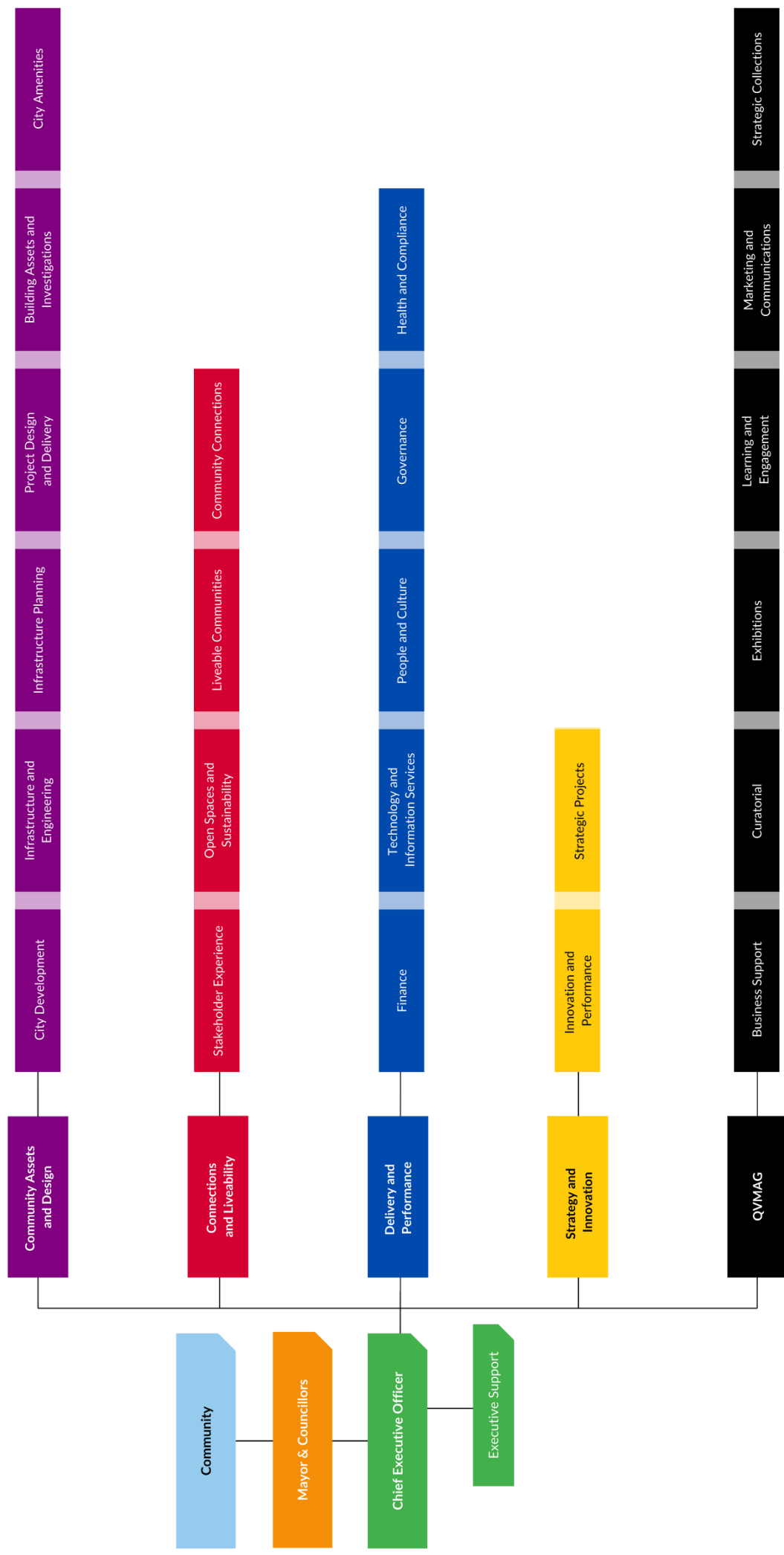
City of
LAUNCESTON

OUR VISION

Inspired people, working together to create the best outcomes for our community.

OUR PURPOSE

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	Senior Financial Accountant
Employment terms	Permanent, 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:	POS0591
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POSITION TITLE:	Senior Financial Accountant
AWARD CLASSIFICATION:	Grade 6
EMPLOYEE:	Vacant
TEAM:	Delivery and Performance - Finance
REPORTS TO:	Team Leader Accounting
PREPARED BY:	Samuel Kelty Senior Leader Finance
DATE:	March 2025

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

POSITION PURPOSE (Why does this position exist)
<p>This role supports the organisation by interpreting the requirements of various Acts, Accounting Standards and reporting requests, as well as the development and implementation of accounting policies and procedures.</p> <p>Lead and coordinate the regulatory and statutory reporting function on behalf of the City of Launceston including responsibility for:</p> <ul style="list-style-type: none">• Collaborating with other teams across council to prepare Annual Financial Statements that comply with Australian Accounting Standards and the Local Government Act (1993), along with other regular and ad hoc reporting requirements• Coordinate and provide oversight of the Fringe Benefits Tax (FBT) function including providing strategic input and advice to the leadership team regarding FBT implications <p>Provide strategic input and advice to the leadership team regarding cash, debt and investment holdings.</p> <p>Collaborate with the leadership team and the accounting team to continually improve the Financial and Taxation reporting, with a focus on:</p> <ul style="list-style-type: none">• Timely reporting• Effective analysis of financial data• Appropriate controls and checks• Accurate processing of transactions across the organisation <p>Support the continued development of our leaders and our people as appropriate.</p> <p>Provide specialised advice to the Senior Leader Finance, members of the Senior Leadership Team and the Executive Leadership Team regarding financial reporting, cash management and FBT matters.</p>

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		
Annual Reporting	<ul style="list-style-type: none"> • Ensure accurate, timely and compliant preparation of annual financial statements in accordance with Australian Accounting Standards and the Local Government Act (TAS), including leading requirements from other functional areas. 	Accurate and compliant statements completed, and audit clearance achieved within statutory timeframes.
Taxation Returns and Transaction Review	<ul style="list-style-type: none"> • Responsibility for end-to-end processing and submission of Council FBT return. • Review transactions to ensure correct treatment for FBT. • Provide expert guidance to queries from other teams and leaders across the organisation. • Participate in roster for lodging monthly Business Activity Statements (BAS). • Provide guidance to management accountants and other areas of Council for complex GST queries. 	Accurate treatment of transactions within the accounting system. FBT return reconciled and lodged by due date. Research and provide advice on GST issues
Cash Management	<ul style="list-style-type: none"> • Monitor Councils cash reserves to ensure sufficient level of cash held for operational requirements. • Provide oversight and leadership for daily bank reconciliations to ensure accurate and timely completion and issues are resolved promptly. 	Cash balances are optimal for operating requirements and within relevant policy. Bank reconciliations completed daily.
Investments	<ul style="list-style-type: none"> • Manage Councils investment portfolio in accordance with Council policies and the Local Government Act (TAS). • Prepare monthly investment report and make recommendations on cash allocations. 	Investment report completed within agreed time frames. Assess investments and advise the Senior Leader Finance on suitable investments

Accountabilities	Activities/Tasks include:	Success looks like ...
	<ul style="list-style-type: none"> Lead analysis of cash, debt and investment proposals. 	
Financial Policies	<ul style="list-style-type: none"> Lead the review, development and implementation of relevant financial & accounting policies. 	Policies are reviewed, updated and communicated.
Ledger management	<ul style="list-style-type: none"> Lead, communicate & monitor annual and monthly reconciliation timetables. Reconcile allocated accounts within required timeframes. Regularly review and procedures and processes around ledger management to continually improve. 	<p>Reconciliations accurate and completed within time-frames allocated (e.g. daily, monthly or annual)</p> <p>Reconciliations properly documented and required entries input accurately and in a timely fashion.</p>
Corporate credit card and purchase card management	<ul style="list-style-type: none"> Oversee Credit Card and Purchase Card registers, including allocations, issues and transfers. Reconcile monthly corporate credit card and gain appropriate approvals. Monitor compliance with relevant policies and escalate any breaches. Prepare monthly credit card reports. 	<p>Credit card report completed promptly and entries made into accounting system.</p> <p>Appropriate approvals gained for transactions and report.</p> <p>Feedback provided on any issues/non-compliance for the month.</p> <p>Maintain the Councils purchase card register in a timely manner.</p>
External & Internal Reporting	<ul style="list-style-type: none"> Responsibility for the coordination of data collection, review and submission of the Local Government Data Collection by statutory deadlines. Prepare regular and ad hoc reporting for internal use including but not limited to; quarterly investment reports, etc 	All tasks completed promptly and accurately.
Internal Controls	<ul style="list-style-type: none"> Continually assess the effectiveness of current control framework, make recommendations for control improvements and implement. 	Internal control framework is enhanced through continuous improvement.
Training	<ul style="list-style-type: none"> Provide coaching, mentoring and training in technical skills to the other members of the Accounting Team Support the continued development and education of our leaders and our people regarding asset transactions 	Accountants and Leaders knowledge of financial areas is developed.
Other Duties	<ul style="list-style-type: none"> This position will be assigned various tasks either on a regular basis or from time to time within the Accounting Team. These tasks relate to statutory or ad hoc reporting, daily or monthly accounting system controls and investigation into accounting or investment issues as required. 	All tasks completed promptly and accurately.
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>	

Accountabilities	Activities/Tasks include:	Success looks like ...
	<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
<i>If yes, include in Selection Criteria table below</i>	

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"> Excellent and well developed knowledge of Australian Accounting Standards and their application to financial reporting Strong understanding of Fringe Benefits and Goods and Services Taxation Strong understanding of internal controls and their application in a finance setting Excellent interpersonal skills with ability to develop positive relationships with internal and external customers Demonstrated ability using enterprise resource planning (ERP) systems such as TechOne and high level computer skills in other business software applications Advanced proficiency in Microsoft Office applications, particularly including Excel High level analytical and reporting skills combined with a strong attention to detail
QUALIFICATIONS AND EXPERIENCE
<ul style="list-style-type: none"> Minimum Degree in Accounting Minimum five years of accounting experience

- Eligibility for or progress towards membership of CPA Australia, or Chartered Accountants Australia and New Zealand (desirable)

REPORTING STRUCTURE

Manager	Senior Leader Finance
Team leader	Team Leader Accounting
Direct Reports	Nil

KEY RELATIONSHIPS

(External and Internal Customers, Supplier, Colleagues, etc)

Internal	Nature of Relationships
Executive Leaders, Senior Leaders and Team Leaders	Reporting, providing advice & guidance, developing financial literacy
Finance team	Support as required
Other council teams	Supply of information and provision of reports
External	Nature of Relationships
Financial Institutions	Liaison on account and product data
Tax authorities	Seek data/rulings on FBT/GST issues

DELEGATIONS & AUTHORISATIONS

(Local Government Act, By-Laws etc)

Purchasing Approvals	Limit \$0
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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

Expectations of a City of Launceston employee:

- 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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