

Employment Information Package



MANAGEMENT ACCOUNTANT

Position number: POS0612

Enquiries:

Name: ZAKIA AFROZ

Position: Team Leader Accounting

Phone: 03 6323 3225

Email: Zakia.afroz@launceston.tas.gov.au

Application closing date: **3:00PM, TUESDAY, 13 AUGUST 2024**



City of
LAUNCESTON

Town Hall, 18-28 St John Street Launceston

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www.launceston.tas.gov.au

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Address all correspondence to:
Manager 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.



Introduction

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.

City of Launceston organisational chart

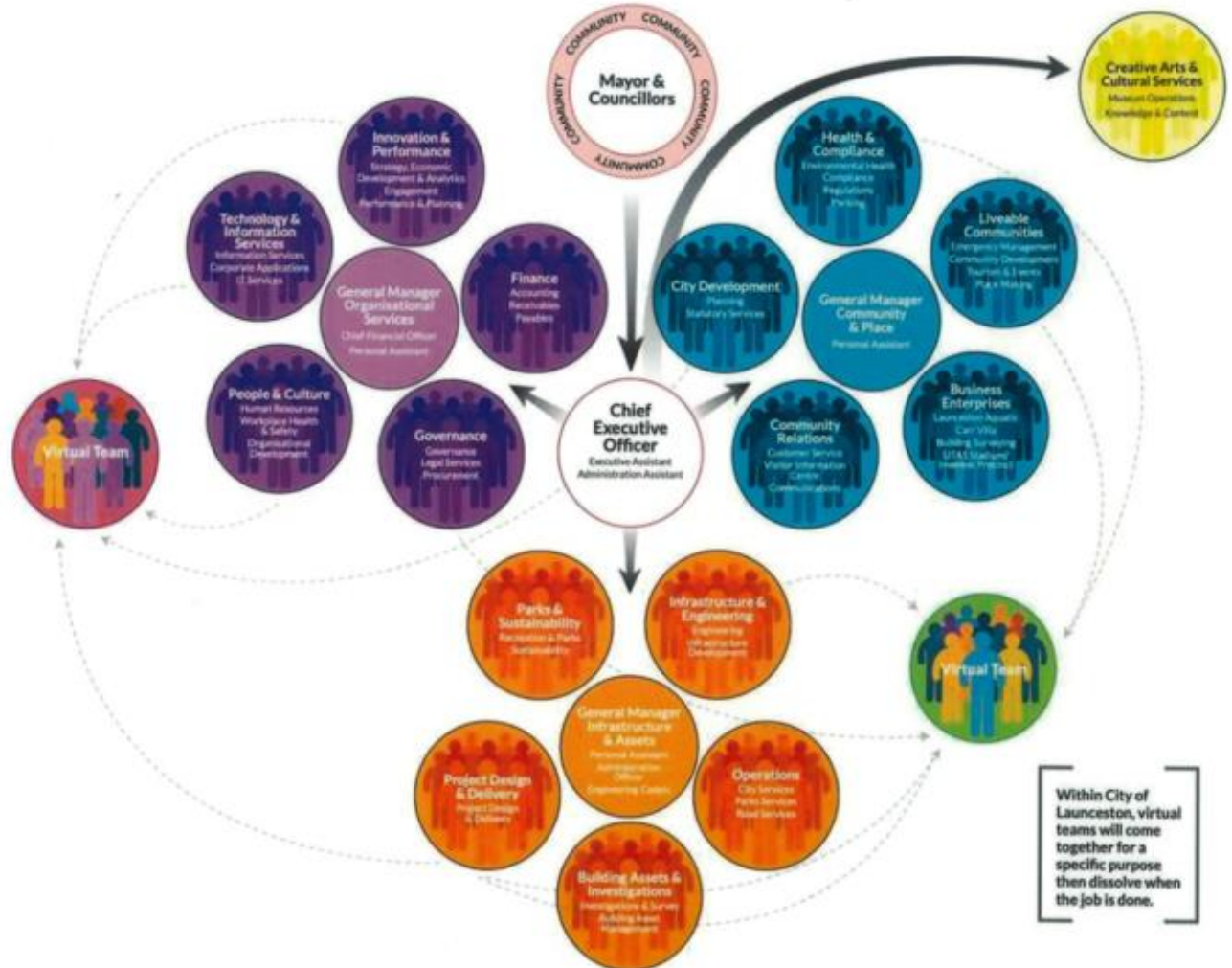
The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government.

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

The Council employs around 570 employees across a range of responsibilities.



At City of Launceston we are an agile organisation, with teams being more empowered and self-managing



Within City of Launceston, virtual teams will come together for a specific purpose then dissolve when the job is done.

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

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.

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.

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

Employee benefits

- 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 Aquatic.
- Discounts at the Museum 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.

General conditions of employment

Position title	Management Accountant
Employment terms	Temporary Full Time until July 2026
Working pattern	19 Day Month
Total remuneration	\$90,854 - \$103,474* <i>*Total remuneration includes superannuation, as detailed below</i>
	Base salary \$80,939 - \$92,182
Superannuation	Employer contribution of 12.25%

- **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

PF NUMBER:	PFO	POS NUMBER:	POS0612
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POSITION TITLE:	Management Accountant
AWARD CLASSIFICATION:	Grade 5
EMPLOYEE:	Vacant
TEAM:	Finance
NETWORK:	Organisational Services
REPORTS TO:	Team Leader Accounting
PREPARED BY:	Samuel Kelty Manager Finance
DATE:	July 2024

APPROVED BY:	
NAME:	Louise Foster
POSITION:	General Manager Organisational Services
SIGNATURE:	

POSITION PURPOSE (Why does this position exist)

- Prepare Council financial reports, particularly end-of-month and quarterly reporting.
- Responsible for providing allocated teams with management accounting direction, advice and exception reporting analysis.
- Responsible for formulating budgets, and their ongoing monitoring, with Managers and Team Leaders.
- Assist with the maintenance of financial ledgers and systems.
- To identify financial training needs in the allocated teams and facilitate the training needed.
- Enhance financial literacy levels across the organisation.
- Prepare and lodge Business Activity Statements.
- Provide assistance as required to other functions of the Finance team.

City of Launceston is a values-based organisation, which means that we employ people who share and display 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 networks. Support delivery of the Network's strategic and annual plan actions. Work with horizontal 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 Networks
Innovation	Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and your network.	Improved work practices and projects.
Technical		
Reporting	<ol style="list-style-type: none"> 1. Prepare monthly operations management reports to identify any significant variances and meet with Managers and Team Leaders to address key issues for the month and year to date. 2. Assist in identifying opportunities to improve operational processes which will create efficiencies for the team and wider organisation. 3. Prepare quarterly reports, grant acquittals, ad-hoc reports and provide analysis as required. 4. Assist with end of financial year reporting as required. 	Reports are sent out within seven working days of end of month. Regular discussions are held with Managers and Team Leaders. Adopt a continuous improvement mindset Requests for ad-hoc reports and analysis are provided in a timely manner
Financial Systems	<ol style="list-style-type: none"> 1. Provide assistance with the maintenance of the accounting system, including cost account attributes used for financial reporting 2. Monitor and correct allocations to general ledger in accordance with accounting policies. 3. Reconcile allocated ledger accounts and project ledger accounts within required time-frames. 	Accounting system is accurately maintained. Reconciliations properly documented and required entries input accurately and in a timely fashion.
Budget preparation and monitoring	<ol style="list-style-type: none"> 1. Work with allocated Managers and Team Leaders to formulate their annual budget. 2. Monitor the status and accuracy of Council's budget systems 3. Proactively monitor organisational progress throughout the year against the periodically phased budget. 	Accurate estimates are prepared and input into corporate budget module.

Accountabilities	Activities/Tasks include:	Success looks like ...
	4. Perform budget estimate and system maintenance, while recognising the role of the financial systems administrator.	
Training	1. Responsible for providing ongoing training and development for allocated teams with regards to financial knowledge and literacy. 2. Provide specific training to teams as requested.	Team member and internal customer satisfaction demonstrated through no escalations to Team Leader.
GST and BAS	1. Complete BAS and lodgements on a shared roster basis with other team members. 2. Assist in researching GST issues when necessary.	Accurate and timely lodgement
Other Duties	1. This position will be assigned various tasks either on a regular basis or from time to time within the Finance Team. This may include work across Accounting, Payables and/or Receivables Teams 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 Occupational Health and Safety 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
<i>If yes, include in Selection Criteria table below</i>	

SELECTION CRITERIA	
POSITION REQUIREMENTS/COMPETENCIES	
Organisational	
<ul style="list-style-type: none"> Community Focused: 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 Focused: takes responsibility for own and team's health, well-being and self-care 	
Position Specific	
<ul style="list-style-type: none"> Excellent interpersonal skills with ability to develop positive relationships with internal and external customers High level analytical and reporting skills. Experience in management report preparation with the ability to analyse and problem solve in accordance with organisational requirements. Demonstrated ability in budget formulation and budget management. Demonstrated ability using computerised financial systems and high level computer skills in other business software applications. TechnologyOne experience desirable. Working knowledge of relevant Australian Accounting Standards and other applicable legislation, policies and procedures. High level of discretion with ability to work confidentially with sensitive information. 	
QUALIFICATIONS AND EXPERIENCE	
<ul style="list-style-type: none"> Minimum Diploma in Accounting (Degree qualification is desirable) Minimum three years of accounting experience Eligibility for or progress towards membership of CPA Australia, or Chartered Accountants Australia and New Zealand (desirable) 	

REPORTING STRUCTURE	
Manager	Manager Finance
Team Leader	Team Leader Accounting
Direct Reports	Nil

KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc)	
Internal	Nature of Relationships
Executive Leadership, Managers and Team Leaders	Reporting, guidance, budgeting, financial literacy
Finance Team	Support as required
External	Nature of Relationships
Internal and External Auditors	Queries and explanations
ABS	ABS Returns
ATO	BAS and other reporting requirements

DELEGATIONS & AUTHORISATIONS (Local Government Act, By-Laws etc)	
Purchasing Approvals	Limit \$2,000

Confidentiality

Staff 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: <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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