



Applicant Information Pack

Position: Accountant
Date: September 2022

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Application Form – Accountant

Surname	Given Names
Address	
Email	Preferred Phone
Working Rights	
Australian Resident Y or N	VISA Expiry Date:
	VISA Number:
Referees <i>I hereby give consent to the below referees being contacted.</i>	
1. Name	Position
Contact Number	Relationship
2. Name	Position
Contact Number	Relationship
Application Checklist	
This Form Completed Y / N	Resume Y / N
Pre-employment Health Disclosure Form Completed Y / N	Application Cover Letter Responding to Position Description Selection Criteria Y / N
Declaration by Applicant <i>I hereby declare that all information contained in this application is true and accurate and has been prepared directly by me and not another party on my behalf.</i>	
_____ Signature	_____ Print Name
_____ Date	

Pre-Employment Health Disclosure Form

Accountant



February 2021

Purpose

Glamorgan Spring Bay Council is committed to ensuring it provides a safe place of work as required under the *Work Health and Safety Act 2012*. As part of fulfilling this commitment, Glamorgan Spring Bay Council requires that people disclose any real or potential health illness or injury or medication which may impact upon performing the above mentioned role.

In addition, Glamorgan Spring Bay Council also has a range of other safety practices to ensure a safe place of work such as testing for alcohol and drugs, monitoring fatigue and similar.

Position Risks

The below risks have been identified for the above mentioned role.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Use of visual display unit (IPad and Laptop) | <input checked="" type="checkbox"/> Repetitive use of mouse/keyboard |
| <input checked="" type="checkbox"/> Working under pressure | <input checked="" type="checkbox"/> Sitting for extended period (1.5 + hours) |
| <input type="checkbox"/> Standing for extended period (1.5 + hours) | <input checked="" type="checkbox"/> Driving |
| <input checked="" type="checkbox"/> Lifting less than 20kg | <input type="checkbox"/> Lifting 20-35kg |
| <input type="checkbox"/> Lifting more than 35kg | <input type="checkbox"/> Climbing ladders |
| <input type="checkbox"/> Working at heights (greater than 2 metres) | <input type="checkbox"/> Sun exposure |
| <input type="checkbox"/> Dust exposure | <input type="checkbox"/> Noise exposure |
| <input checked="" type="checkbox"/> Walking uneven surfaces | |

Disclosure

Print Name	
Date Completed	

Item	Date	Details <i>(Name injury/illness/medication, impact, treatment)</i>
Illnesses <i>Disclose any past or current illness that may re occur, be triggered or exacerbated by the risks identified.</i>		

<p>Injuries <i>Disclose any past or current injuries that may re occur, be triggered or exacerbated by the risks identified.</i></p>		
<p>Current Medications <i>Disclose any medications that may impact upon the performance of the role as per the risks identified.</i></p>		
<p>Past Workers Compensation <i>Disclose any current or past workers compensation that may impact upon the performance of the role as per the risks identified.</i></p>		

Note: add additional pages to this if required.

Declaration and Authorisation

I declare that the information provided in this Pre-Employment Health Disclosure Information Form is true and accurate at the time of completion and acknowledge that failure to provide true and accurate information could later result in termination of employment in the event I was appointed to the above mentioned position.

I authorise for this information to be passed on to a medical professional as part of any pre-employment medical I may be required to undertake during the recruitment and selection process.

<p>Print Name</p>	
<p>Signature</p>	

Position Description

Accountant

Band 4

Enterprise Bargaining Agreement

Finance

Triabunna

September 2022



PRIMARY OBJECTIVE

To provide efficient and effective financial management that ensures legislative, statutory, and business requirements are met.

ORGANISATIONAL RELATIONSHIPS

Reports to the Director Corporate & Community Services.
The position has nil direct reports.

KEY ACCOUNTABILITIES/CHALLENGES

- Provide a range of financial and accounting services to all departments in an efficient and effective manner.
- Ensure that Council meets mandatory and internal reporting requirements in relation to finance, personnel and other non-technical operational areas.
- Prepare and promote alignment with Council's adopted budget and other plans.

PRIMARY RESPONSIBILITIES

- Ensure the effective operation and maintenance of all general ledger activities.
- Ensure the effective management of all subsidiary ledgers including monthly balances.
- Manage Council's day-to-day cash and investment portfolio and investigate investment options as required.
- Prepare monthly management reports and financial reports for Council.
- Monitor, research and analyse variations to the budget.
- Prepare budget for Council including relevant consultation, research of grant, expenditure reporting.
- Ensure requirements relating to taxes and statistics are met.
- Prepare the annual financial statements and other statutory reports.
- Regularly update the Long Term Financial Plan.
- Ensure the effective maintenance and reconciling of asset registers in accordance with policy and standards.
- Provide financial services and advice to the various Committees of Council when required.
- Assist Council's Audit Panel where required, including the provision of reports and information requested by the Panel.

- Contribute to Council's risk management processes including but not limited to management of specific claims, annual renewal reporting, delegated risk management projects.
- Provide advice and support to others in the team with financial processing.
- Review and maintain all financial policies and key financial processes.

ALL STAFF RESPONSIBILITIES

- Ensure that safety is considered and practised in all aspects of role performance and that it is effectively managed in accordance with Council's safe system of work.
- Comply with all Council policy and procedures which may be varied from time to time in consultation with appropriate staff.
- Carry out all responsibilities of the role in accordance with Council's code of conduct.
- Adhere at all times to the *Local Government Act 1993 Tas.* or any other specific legislation or professional standard that relates to the role.

QUALIFICATIONS, EXPERIENCE AND ABILITY (SELECTION CRITERIA)

1. A degree in accounting or an accounting related discipline with at least 3 years relevant generalist accounting experience beyond an accounting firm.
2. Eligibility for CPA/CA status or working towards such eligibility.
3. Experience in financial management reporting including preparation and monitoring of annual budgets and preparation of annual financial statements.
4. Demonstrated ability in the advanced application of spreadsheeting and the proficient use of the Microsoft suite of products and the operation of computerised accounting systems ideally Xero.
5. Developed research, analytical and problem-solving skills
6. High level of attention to detail and accurate data entry skills.
7. Highly developed interpersonal skills, including the ability to effectively liaise with senior and executive staff and other stakeholders.
8. Demonstrated ability to manage competing priorities and effectively manage time to meet deadlines.
9. A current drivers licence and commitment to maintaining this.

Recruitment and Selection Information



September 2022

The role is offered on an ongoing basis. Applicants should outline their preferred hours and working arrangements in their application.

Glamorgan Spring Bay Council is committed to employment via merit selection which is based on ensuring the best person for the job will be hired. Discriminatory attributes such as gender, age, religion, political beliefs and so forth as covered by Tasmanian anti-discrimination legislation will not be considered or influence recruitment and selection decisions.

After applications are received they will normally be shortlisted against the selection criteria as outlined in the last section of the position description. Assessment of these criteria is carried out by reviewing all information provided by the applicant in their application.

An interview process will typically involve a panel of people that may include people outside of Council. Depending on the content to be covered interviews can range from 20 minutes to two hours and conducted face to face, via video links or over the phone. Applicants will be tested against the same criteria and the interviewee may be asked to elaborate further on information provided in their application.

A process may involve more than one interview with the same or different people, aptitude testing, psychometric analysis and referee checking. Preferred applicants may also be required to undertake a medical as per the risks identified for the position, their health disclosure and general compliance with Council's safety requirements.

Successful applicants will be advised verbally in the first instance of Council's offer and subsequently provided with a contract of employment for consideration. Generally people have up to 14 days to consider an offer made.

Recruitment processes can take anywhere between two to twelve weeks to carry out depending on the components involve, applicant availability and location. During this time questions on progress should be directed to the person listed in the advertisement for specific position being filled.

Glamorgan Spring Bay Council does not provide for an appeal process with respect of recruitment and selection decisions.

All applications should be sent to kristy@hrisesp.com.au with the subject header of Application: Accountant.

Applications will be reviewed on a weekly basis.