

Position Description

Position Title	Corporate Accountant
Position Number	ASAM01
Directorate	Corporate Services
Business Unit/s	Finance Services
Reports to	Senior Corporate Accountant
Classification	Level 8 - Inside Workforce Agreement

Organisational Overview

The City of Stirling (the City) is located eight kilometres north of Perth's central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 243,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1,500 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

A sustainable City with a local focus.

Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

Values

The City of Stirling's core values are:



Reporting Relationships

This position reports to Senior Corporate Accountant.

The position has the following direct reports:

- Assistant Corporate Accountant
- Financial Asset Officer

Business Unit Objective

The Business Unit provides a range of financial services to the Council and City of Stirling Community. Those services include Rates Services, Accounts Receivable, Investment and Funds Control, Expenditure Processing, Budget Coordination, Management and Statutory Reporting and Purchasing and Contracts administration and Stores Purchasing.

Position Overview

The Corporate Accountant will manage the City's financial and statutory reporting requirements. Specific responsibilities include timely production of statutory and internal financial reports, preparation of monthly BAS returns and annual FBT returns and key liaison with internal and external auditors.

Position Objectives

Principal Duties

- Assist Senior Corporate Accountant to prepare the Annual Financial Statements in accordance with statutory requirements.
- Liaise with both the internal auditor and external auditors and respond to audit questions.
- Liaise with Infrastructure Directorate to implement requirements of Fair Value.
- Maintain and prepare the City's Related Party annual disclosure statements on Key Management Personnel.
- Provide support to the Senior Corporate Accountant for the Annual Report in relation to financial contents.

- Manage audit certification of various year end Grant acquittals and Deferred Section 20A, Rates and ESL balances.
- Prepares the various monthly Management and Statutory reports for presentation to the Community and Resources Committee or Council.
- Coordinate and manage the end of month and year end close process.
- Prepare/ review monthly BAS return calculating the various inputs required to determine the City's ATO obligations.
- Prepare annual Fringe Benefits Tax return and ensuring systems are in place to capture the City's FBT obligations.
- Provide appropriate advice on GST implications of financial transactions that the City enters into.
- Undertake comprehensive financial and non-financial analysis of Directorate/Business Unit performance and provide high level input into the business planning process.
- Liaise with Executive, Directors, Business Unit Managers and other City of Stirling staff regarding financial matters associated with their areas.
- Act as signatory to the City's Bank Accounts and as authoriser of the City's EFT payment system.
- Check and authorise Creditors payments in FinanceOne.
- Oversee and perform month-end and year-end reconciliations
- Supervising junior team members
- Provide leave cover for the Senior Corporate Accountant and Assistant Corporate Accountant.
- Determine the City's daily cash flow requirements and invest the City's surplus funds as required where Senior Corporate Accountant is unavailable.
- Perform other ad-hoc duties as assigned by the Manager Finance.

Various aspects of the roles and responsibilities of this position are outlined below:

People

- Directly supervise Assistant Corporate Accountant and Financial Asset Officer providing leadership and coaching in best practice and continuous improvement principles to ensure a contemporary, sustainable and fit for purpose Corporate Accounting team.
- Maintain an effective and positive working environment, managing conflicts and differences, resolving problems and promptly addressing issues.
- Liaise with internal and external auditors.
- Liaise with relevant government agencies and banking and investment advisors where required.

Process

- Ensure the adoption of the risk management framework and associated plans within area of responsibility.
- Provide high quality level of customer service, expertise, support and advice to internal and external stakeholders.

Data

- Implement controls and reconciliation procedures to reduce data issues and improve data quality and reliability.
- Implement controls to assess data integrity and undertake data cleansing as appropriate.
- Maintenance of financial ledgers and reconciliations.

Technology

- Promote the use of technology to automate and streamline processes to deliver efficient use of resources.
- Learn and master the reporting tools to be able to query the systems available and translate the data into meaningful business information.
- Undertake role of Banking Institution system Administrator for various portals

Reporting

- Prepare and provide regular key performance indicators (KPIs) reports regarding the section to the Senior Corporate Accountant.
- Analyse KPIs and provide the Business Unit Manager appropriate information to take necessary steps to address any underperformance.
- Timely production of statutory and internal financial reports.

Organisation

- Liaise with internal and external customers to achieve Council objectives in relation to strategic initiatives and ensure all information provided is correct, factual, timely and customer focused.

Corporate Responsibilities

- Undertake duties and responsibilities in accordance with corporate Policies, Management Practices and Procedures and demonstrate expected behaviours aligned with the City's Values and Code of Conduct.
- Observe all safe working practices in accordance with relevant Policies, Management Practices and Procedures.
- Contribute to the achievement of corporate objectives by ensuring that stakeholders are responded to in a professional and timely manner.
- Identify, manage, review and report on Risk in line with the City's Risk Management Framework.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Undertake duties and responsibilities in accordance with the City's Customer Service Charter
- Undertake Community Engagement where required, to optimise trust, inform decision-making, share knowledge, and strengthen relationships with the community in accordance with the City's Community Engagement Policy.
- Perform other duties as reasonably directed.

Selection Criteria

Qualifications/Education Level	
Requires an Accounting Degree or demonstrated equivalent competency.	Essential
Tertiary qualifications in Accounting at CA/CPA level.	Essential
Knowledge, Skills, Experience & Abilities	
Thorough knowledge of accounting principles and procedures.	Essential
Excellent planning and organisational skills.	Essential
Ability to work independently, show initiative and work productively as part of a team.	Essential
Highly developed interpersonal, written and verbal communication skills.	Essential
Highly developed conceptual and business analysis skills.	Desirable
Proficiency in a range of computing skills including word processing, spreadsheets, internet and email.	Essential
Minimum of 3 years demonstrated experience in an accounting role.	Essential
Relevant accounting and administrative experience in Local Government.	Desirable
Knowledge of Finance One and Excel 1 Reporting Tool.	Desirable
Other	
National Police Clearance (under 3 months).	Essential
Current Driver's Licence	Essential

Office use only

Position Creation Date	Date	Officer	
Last reviewed/Modified	Date	Officer	Manager Finance
	June 2025		