



POSITION DESCRIPTION FORM

File No: PDF-F0405222

POSITION IDENTIFICATION

Title:	Systems Accountant	Level:	Level 8/9
Service Unit:	Information Services	Award:	Local Government Industry Award 2020 Industrial Agreement
Directorate:	Corporate & Governance	Date Effective:	1 July 2024
Reporting to:	ERP Project Manager	Date Last Reviewed:	12 June 2024

PURPOSE OF POSITION

- Under the direction of the ERP Project Manager, assist with the application and implementation of a new financial accounting software system to meet the Shire's business needs.
- Ensure accounting standards and processes are maintained to provide efficient, accurate and reliable accounting performance across the ERP Project.
- Responsible for advancing and delivering key components during the implementation phase of the Shire's new ERP Software System including, but not limited to, Finance, Payroll and Rating Modules utilising Dynamics 365 Business Central Application plus other software applications as required.
- Collaborate as a member of the ERP project team, assisting the ERP Project Manager, Manager of Financial Services and Shire Accountant to support internal financial stakeholder needs.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Support and development for the migration of Financial software to Dynamics 365 Business Central from current Synergysoft software systems.
- Perform system administration functions for Shire's new ERP Software System including general ledger, chart of accounts, financial management, accounting and reporting, payroll and rates data integration between systems to ensure any integration failures are detected and addressed in a timely manner.
- Support the ERP Project team members in the development, transition and use of financial systems, reports and procedures to staff.
- Participate and lead in selected workshops, training and configuration, system testing and other activities.
- Demonstrate leadership to troubleshoot, progress and fix finance related system issues.
- Be the bridge between end users, the Finance team and technical experts, collaborating to develop and implement effective new solutions that propel the Shire forward.
- Pursue and implement opportunities for system and process improvement in collaboration with key stakeholders.
- Ensure that new financial systems are controlled, updated, tested and reconciled to produce timely and accurate information for both internal and external reporting and analysis.
- Develop, reconcile, and test finance system integrations to various other systems to ensure and maintain system accuracy and integrity of data.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Perform investigations to assist in the development of new Finance methods and processes, maintaining the integrity of systems and data, and make recommendations on the effectiveness of these systems.
- Design and implement internal system controls (preventative and detective) to provide quality assurance over financial data.
- Possess excellent communication skills, ability to lead, participate and work collaboratively with stakeholders and team members.
- Any other duties as directed by the line supervisor / manager.

ORGANISATIONAL RELATIONSHIPS

Responsible for: Not Applicable at this level.

Internal Relationships: All Shire of Dardanup employees and Elected Members.

External Relationships: Software vendors, Federal and State government agencies, Council's auditors, other local government authorities, community groups and organisations, private sector stakeholders.

POSITION DIMENSIONS

Work Location: Eaton Administration Centre.

Delegated Authority: As defined by the Chief Executive Officer.

Driving Requirements: C (Car) or CA (Car Automatic) class motor vehicle licence.

EXTENT OF AUTHORITY

This position operates under the direction of the ERP Project Manager within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest.
- Comply with Council's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire's Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.

CORPORATE ACCOUNTABILITIES

- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council’s WHS policies and Work Health & Safety legislation.
- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under Work Health and Safety legislation.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.
- Employees shall demonstrate the Shire’s Values, “Trust, Respect, Accountability, Customer/Community, Excellence, Support” within the workplace.

VALUES

Our Values – TRACES

The Shire of Dardanup is building a culture where openness and transparency are the norm; and where we all hold ourselves accountable to deliver excellence for our customers and community.

T RUST	R ESPECT	A CCOUNTABILITY	C USTOMERS & COMMUNITY	E XCELLENCE	S UPPORT
 "We are committed to showing confidence and belief in each other and ensuring we do what we say we will do."	"We are committed to recognising and acknowledging each person's unique contribution." 	 "We are committed to transparency, good governance and accept responsibility for our actions."	"We are committed to providing a positive experience for our customers and our community." 	 "We are committed to being the best we can be within the organisation."	"We are committed to being a true team." 

SELECTION CRITERIA

- Essential:
1. Hold a tertiary qualification in Accounting or equivalent Finance/industry experience.
 2. Demonstrated experience in Systems development and finance systems experience.
 3. Proficient with data manipulation, possess advanced level Excel skills.
 4. Excellent verbal and written communication skills to communicate clearly and concisely to a broad range of stakeholders.
 5. High level of organisation with the capacity to work unsupervised, manage priorities and meet deadlines under pressure.

- Desirable:
1. Experience with MS Dynamics 365 Business Central Finance & Operations (beneficial)
 2. Working knowledge of Local Government or corporate accounting environment.