



POSITION DESCRIPTION

Intermediate Accountant

Purpose

Reporting to the Financial Consultant, the **Intermediate Accountant** will assist in providing accounting services to local government entities through applying accounting principles and procedures to analyse financial information, prepare accurate and timely financial reports and statements and ensure appropriate accounting control procedures.

Responsibilities

Key responsibilities (Intermediate Accountant) include:

- Optimise the use of client financial resources in accordance with corporate objectives and priorities.
- Facilitate compliance with organisational and statutory reporting obligations.
- Minimise financial risk exposures of the organisation by reviewing and recommending improvements to processes.
- Provide timely and accurate management reports to clients, management, and other users throughout the organisation.
- Produce and assist with timely and accurate statutory reporting and returns.
- Undertake various finance processes and functions including accounts receivable, accounts payable, payroll and reconciliations.
- Assist with the preparation of budgets, long term financial plans and financial statements.
- Monitor, interpret and maintain the integrity and accuracy of client budgets.
- Maintain the integrity and accuracy of client financials systems.
- Undertake regular reconciliations of financial ledgers.
- Assist with various finance projects.
- Work with key stakeholders to develop and provide reporting solutions.
- Provide support, advice and guidance in the management of financial performance to all areas of the organisation and review and improve internal financial controls.
- Work both independently, and as an integral member of a dedicated, highly motivated work group, to achieve objectives and deadlines.
- Any other tasks as directed by the organisation.

Key responsibilities (Client Lead – when applicable) include:

- Work closely with clients to identify their financial management needs partnering with them to achieve their strategic objectives and fulfil their statutory obligations.
- Manage client deliverables ensuring that they are accurate and consistent with relevant legislative requirements.
- Attendance at client contract meetings
- Coordinate other LGiQ staff resources under client agreements.
- Any other tasks as directed by the organisation.

Qualifications and Professional Memberships

- Tertiary qualifications in Business, Accounting, Finance, or a related field.
- Eligibility for membership of the Australian Society of Certified Practising Accountants or Chartered Accountants Australia and New Zealand or equivalent on the job experience
- At least four years or more experience in an accounting role.

Technical Experience

- Demonstrated relevant accounting experience to undertake the functions and responsibilities identified in this role.
- Extensive knowledge and experience working with accounting systems.
- Experience in producing organisational budgets and forecasting plans
- Highly skilled in the use of Microsoft Office and highly proficient in Excel.

Non-Technical Skills

Interpersonal

- High level interpersonal skills, which facilitate interaction, cooperation and trust with relevant groups.
- Strong skills in verbal and written communication.
- Demonstrated positive and proactive attitude and enthusiasm.
- Use initiative and act professionally, with honesty, integrity and confidentiality.
- Demonstrated ability to work within tight timeframes and regularly monitor deliverables.
- Demonstrates strong awareness of own emotions and their impact on others.
- Builds positive relationships through empathy, active listening, and respectful communication.

- Manages stress and conflict constructively to maintain a collaborative work environment.
- Contributes to a positive team culture by role-modelling professionalism, supporting colleagues, and promoting respectful, inclusive communication.

Judgement & Decision Making

- Proven ability to exercise judgement when dealing with complex or technical issues.
- Proven ability to provide excellent customer service to external stakeholders.

Organisational

- Demonstrated knowledge of Microsoft based applications and particularly advanced spreadsheet abilities and the operation of computerised accounting systems.
- Proven ability to manage one's own time and assist others to set priorities, plan and organise yourself and others in order to meet specific timeframes and allocated tasks.
- Proven ability to work independently and take ownership to resolve factors that may influence the delivery of service in a timely and accurate manner.
- Skills in mentoring junior team members and supporting skill development through knowledge-sharing and coaching.
- Contributes to reports and planning documents that support financial tracking, risk awareness, and operational effectiveness.
- Demonstrates understanding of LGiQ's strategic goals and aligns own work to broader business objectives.

Commitment, Attitude & Application to Duties

- Provide courteous and prompt attention to requests for information.
- Demonstration of a positive and proactive attitude.
- Promote and encourage continuous improvement strategies for the delivery of accurate and timely financial services to all stakeholders.
- Proven ability to work under pressure and deliver accurate results within agreed timeframes.
- Actively engages in self-learning and applies insights from past work to improve future performance.
- Contributes to innovation by participating in improvement projects and offering suggestions that enhance service delivery and performance.

Health, Safety & Environment

- Engage in a safety first and compliant workplace.
- Engage in hazard identification and risk mitigation strategies to ensure workplace safety across LGiQ.
- Comply with all reasonable instruction and safety, using equipment provided, reporting any incidents' or near misses which may occur.
- Comply with all relevant policies and procedures.

Alignment with Values

- Model and lead LGiQ's values, ensuring a strong culture of engagement and performance across the team.
- Promote a strong organisational culture driven by clear and cohesive communication.
- Actively engage with all levels of staff, creating an open and inclusive team culture.



WE DO WHAT WE SAY

We have integrity, honesty and accountability and do what we say



WE ARE BRAVE

We are willing to take measured risks to achieve outcomes and support others to do the same



WE ARE RESPECTFUL

We create a respectful, safe environment in which to work embracing different perspectives



WE ARE PROACTIVE

We always look for ways to improve and promote the same in others

Essential Compliance Requirements

- Must hold, or be eligible to obtain and maintain, a National Police Clearance.
- Current Motor Vehicle Driver's Licence.

Travel

- Intrastate and interstate travel may be required to engage with clients, government bodies, and industry stakeholders.