



POSITION DESCRIPTION

Senior Accountant

Purpose

Reporting to the Financial Consultant, the **Senior Accountant** will be responsible for providing high level 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 develop and implement efficient and effective accounting systems and processes.

Responsibilities

Key responsibilities (Senior Accountant) include:

- Ensure compliance with all relevant legislation, regulations, accounting standards, policies and internal control principles as required.
- Responsible for maintaining the completeness, accuracy, reliability and integrity of financial ledgers.
- Responsible for planning, directing and completion of the end of year statutory financial statements.
- Responsible for asset management and accounting, including maintenance of accurate financial asset registers.
- Work closely with clients to develop budgets and business plans and long term financial plans.
- Preparation of monthly and quarterly financial reports and acquittals
- Assistance with annual financial data returns
- Develop and apply costing methodologies, for example pricing of waste services, community wastewater management, electricity, water, airports, childcare and other local government services
- Assist in the annual audits of accounts and internal controls.
- Assist the implementation of any recommendations made by external auditors in the audit management letters.
- Responsible for cash management, treasury and banking functions and maintenance of cash reserves where required.
- Analyse financial data and provide recommendations.
- Preparation of reports and materials, and attendance at client meetings, workshops and audit and risk committee meetings.
- Undertake or support various financial projects.
- Mentor local government accounting professionals in all aspects of local government financial management and governance.
- Any other tasks as directed by the organisation.

Key responsibilities (Client Lead) 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.
- CA/CPA membership or working towards.
- At least six 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 preparing budgets, long term financial plans, financial statements, grant acquittals and costing analysis.
- Experience in treasury management and asset accounting.
- Experience in interpreting financial results for reporting, policy and strategy formulation.

Non-Technical Skills

Interpersonal

- High level interpersonal skills, which facilitate interaction, cooperation and trust with relevant groups.
- Demonstrated positive and proactive attitude, enthusiasm and the ability to motivate, encourage and mentor others.
- Use initiative and act professionally, with honesty, integrity and confidentiality.
- High level verbal and written communication skills.
- Demonstrated ability to research, analyse and prepare high level briefings and reports.
- 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.