

POSITION DESCRIPTION

Position Title:	Finance Systems Project Accountant
Position Number:	7231.1
Group:	Corporate & Commercial Services
Business Unit:	Finance
Service Unit:	Finance
Reports To:	Chief Financial Officer
Grade:	14
Hours Of Work:	35 hours per week <i>(12month Contract)</i>
Last Date Of Review:	July 2025
Last Date Of Evaluation:	

Role Function Summary

The Finance Systems Project Accountant is responsible for various financial projects with the largest being, supporting the implementation of a restructured General Ledger (GL) within Council's financial systems, Authority Altitude. The role provides technical accounting expertise, leads financial data mapping and reconciliation, supports system configuration and testing, and ensures the new structure enhances financial integrity, reporting, and compliance. Working closely with Finance, IT, project teams, and system vendors, the role plays a critical part in delivering one of Council's key financial transformation initiatives.

Key Responsibilities (Major and Essential Job Functions)

General Ledger Restructure

- Assist with the design, testing, and implementation of Council's new General Ledger structure.
- Prepare and validate mapping of old GL accounts to the new structure.
- Support configuration tasks and reconciliations within Authority Altitude.
- Liaise with Civica support, Finance, and IT on system integration and data validation.
- Perform trial postings and assist in User Acceptance Testing (UAT).
- Review and redesign reporting dimensions, cost centre structures and account hierarchies to support improved reporting and analysis.
- Support development of future-state reporting architecture and financial data structures.
- Support the preparation of opening balances, transition entries, and reporting templates.
- Ensure financial integrity and audit compliance through structured reconciliation processes.
- Develop documentation and procedures for the new GL processes and structure.
- Support establishment, validation and migration of master data structures associated with the new General Ledger and reporting architecture.

- Provide financial analysis and reporting during and after the implementation.
- Assist in staff training and change communication across the organisation.

Realignment of Council Asset Registers

- Maintenance of Councils CVR financial records to ensure alignment with Asset Management
- Develop documentation and procedures for the maintenance of the CVR
- Ensure financial integrity and audit compliance through structured reconciliation processes

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required from the business from time to time which are within the skills, competence and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

Community Vision	Singleton. Vibrant, progressive, connected, sustainable & resilient.
Organisation Vision	ESSP - Engaged people; Safe and Sustainable workplace; and a Performance based culture.
Our Purpose	To "create community".
Values and Behaviours	Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are: Accountable: We know what we do, and do what we say Connected: We work together to create community Integrity: We do the right thing Care: We are people who care Adaptable: We are ready to respond
Safe Workplace	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.
Policies and Procedures	The responsibilities of this position are completed in line with all Council policies and procedures related to this position. Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.

Organisational Relationships

Internal Relationships:	Whole of Council; Finance Team; Leadership Team
External Relationships:	Customers and members of the public; Government Agencies; Banking Institutions; Other Council's; Community Organisations; Contractors and Consultants
Direct Reports:	Nil
Indirect Reports:	Nil

Specifications and Technical Skills:

Essential Criteria:

- Tertiary qualifications in Accounting, Finance, Commerce or related field and considerable relevant experience.
- Proven experience in financial systems projects, GL restructures or ERP implementations.
- Strong knowledge of local government finance and reporting requirements.
- Demonstrated ability to manage data accuracy and reconciliation processes.
- Excellent Excel and data analysis skills.
- Experience with Authority Altitude or similar finance system.
- Strong written and verbal communication skills.
- Demonstrated ability to engage stakeholders.

Desirable Criteria:

- Membership of CPA Australia, Institute of Chartered Accountants in Australia or the Institute of Public Accountants.
- Previous local government experience.
- Understanding of OLG reporting and compliance requirements.
- Experience in change management or user training for finance systems.
- Knowledge of internal audit and financial controls in a government context.

Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting		✓						✓				
Walking			✓			✓						
Standing			✓			✓						
Bending				✓	✓							
Squatting				✓	✓							
Climbing				✓	✓							
Kneeling				✓	✓							
Twisting				✓	✓							
Lifting				✓	✓							
Driving		✓						✓				

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	☐	No	☐	Repetitive Hand Movements	Yes	☐	No	☐
	Right Hand					Left Hand			
Simple Grasping (hold bottle)	Yes	☐	No	☐	Simple Grasping (hold bottle)	Yes	☐	No	☐
Power Grasping (tight grip)	Yes	☐	No	☐	Power Grasping (tight grip)	Yes	☐	No	☐
Pushing Pulling (to from body)	Yes	☐	No	☐	Pushing Pulling (to from body)	Yes	☐	No	☐
Fine Manipulation (fine finger)	Yes	☐	No	☐	Fine Manipulation (fine finger)	Yes	☐	No	☐

Tick below if these are requirements of the position:

Operating mobile plant	Working with paints, solvents, oil, grease
Light repetitive handling	Cold environment
Dog/cat control	Climbing, working at heights
Cattle, sheep handling	Confined spaces work
Native Animal, reptile handling	Customer contact
Garbage collection	Screen based work (intermittent)
Office, toilet cleaning	Screen based work (constant)
UV exposed	Clerical deadlines
Herbicide/Pesticide use	Supervisory – clerical, planning, deadlines
Cooking	Building trades work
Walking on Slopes / Hills / Gradients	Motor trades work
Walking on uneven surfaces	Child care
Working with bitumen	Hospitality
Working with concrete	Exposure to dust or fumes

Skills Progression and Assessment Record:

Position Title: **Finance Systems Project Accountant**

Employee:

Skill Progression Requirements ☒ Step Achieved	Salary Step	N/A	1	2	3	4
Strong customer service and stakeholder engagement skills	1					
Tertiary qualifications in Accounting, Commerce, Business or related field and considerable relevant experience	1					
High level computer literacy particularly in Excel	1					
Excellent verbal and written communication skills	1					
Demonstrated strong customer service and stakeholder engagement skills	1					
Demonstrated ability to adhere to Council's Recordkeeping procedures	2					
Prepare and review policies and procedures relevant to team functions	2					
Demonstrated understanding of financial reporting structures and general ledger design principles	2					
Establish and maintain positive relationships with key stakeholders both internal and external	2					
Working knowledge of Local Government accounting and reporting standards	2					
Demonstrated ability to design and implementation of general ledger structures and reporting hierarchies	3					
Demonstrated ability to undertake data mapping, validation and reconciliation activities associated with financial system changes	3					
Demonstrated ability to coordinate testing, user acceptance testing and implementation activities	3					
Demonstrated ability to review reporting dimensions, cost centre structures and account hierarchies to improve reporting outcomes	3					
Demonstrated ability to prepare project documentation, training materials and transition plans to support successful implementation	3					
Advanced ability to critically review financial systems, reporting structures and data architecture to recommend and implement improvements	4					
Demonstrated ability to identify opportunities to improve financial reporting, data quality, system capability and user experience	4					
Advanced knowledge of financial system implementation, data governance and transformation project principles	4					
Demonstrated ability to lead workstreams within complex finance transformation projects involving multiple stakeholders and systems	4					
Demonstrated ability to contribute to organisational change, knowledge transfer and continuous improvement initiatives	4					

Skills Review Year (eg 2023): 2025 Position: _____

Annual Skills Assessment:

The following is to be completed at the time of the annual skills assessment.

People Leader's comments on Employee's skill step assessment:

Employee's Comments:

Name

Signature

Date

Coordinator's Comments:

Name

Signature

Date

Manager's Comments:

Name

Signature

Date

Summary of Skills Assessment	1	2	3	4
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
☒ Proposed Salary Step Placement				