



POSITION DESCRIPTION

Position Title
Graduate Accountant
Award Classification
<i>Dorset Council Enterprise Agreement 2025, or any applicable Agreement that replaces it.</i>
Date Reviewed
January 2026
Our Vision
An inclusive, thriving and connected community.
Our Values
Leadership We lead by example through our behaviours and approach to work. We are a proactive advocate for the community, and engage with the community in determining and driving a vision for Dorset.
Creative Thinking We create a solution-based environment that challenges the status quo and encourages innovation in response to the challenges of a constantly changing environment.
Customer Service We meet our service standards in a professional and responsive manner.
Engagement We communicate openly and encourage the active participation of the community.
Respect We engage in open dialogue, whilst accepting there will be differences of opinion.
Financially Responsibility We deliver services to the community in a sustainable and strategic cost effective way.

Our values influence our interaction with each other and our customers. We reinforce our corporate values during recruitment, induction and management of our people.



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Position Objectives

To assist in carrying out the accounting requirements of Council.

Key Responsibilities and Performance Requirements

- Provide support with financial operations, including accounts receivable, accounts payable, and payroll processing;
- Support the maintenance of the accounting system (general ledger and sub-ledgers) to meet the changing needs of Council;
- Assist with monitoring Council's cash flow, including preparation of cash flow summaries, bank reconciliations, and tracking of investments and interest income;
- Complete end-of-month journals, reconciliations, and reporting for Council's business units;
- Support the maintenance of Council's fixed asset registers, including recording additions, disposals, revaluations, and monitoring works in progress;
- Assist in the development of asset management plans for Council's infrastructure assets;
- Liaise with Council staff to ensure the accuracy of asset and work order information;
- Assist with preparing accurate and timely financial and management accounting reports for Council and management;
- Support the compilation and submission of external financial and statistical reports (e.g. ABS, Department of Infrastructure, Consolidated Data Collection);
- Contribute to the preparation and review of Council's Annual Budget, Annual Financial Report, and Long-Term Financial Plan, including all associated work papers;
- Administer and process payroll functions in compliance with the Dorset Council Enterprise Agreement and relevant industrial awards, including but not limited to the Local Government Industry Award and Miscellaneous Award;
- Liaise with the Tasmanian Audit Office and assist with grant acquittal processes as required;
- Assist with co-ordination of Council's Audit Panel; and
- Complete internal audit testing as directed by the Finance Manager.

Other

- Undertake ad hoc projects within the scope of the role that may arise from time to time;
- Perform duties in a manner which is without an unacceptable level of risk to your own health and safety, other employees, customers or the community in general;
- Demonstrate a proactive approach to professional development by seeking and engaging in opportunities to build role relevant skills and knowledge;
- Comply with any direction or education provided by Council to safeguard the safety and well-being of vulnerable individuals, including children and young people;
- Maintain a working knowledge of legislative requirements and Council's policies and procedures that relate to the role;
- Comply with and promote compliance with Council's policies and procedures and any reasonable and lawful direction given by a leader in relation to the same; *and*
- Other duties as reasonably directed by the Finance Manager that are within the scope of the role and appropriate to the employee's level of training, experience and skills.



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Organisational Relationships

Reports To

- Finance Manager

Internal Liasons

- Management Team
- Council Employees
- Councillors

External Liasons

- Members of the public
- Accounting Professionals
- Local Government and Government Agencies
- Private and Professional Organisations

Accountability, Authority, Judgement and Decision Making

- Authority and responsibility to carry out all functions, duties and responsibilities in accordance with Dorset Council's requirements of the Graduate Accountant.
- Accountable to the Finance Manager for the performance of duties.

Skills and Knowledge

Essential

- Strong understanding of accounting principles and financial reporting requirements;
- Working knowledge of State and Federal taxation legislation and compliance practices;
- Ability to prepare accurate financial reports, journals, and reconciliations;
- High level computer skills, particularly in spreadsheet and database applications (Excel and Access);
- Strong analytical and problem-solving skills with attention to detail;
- Well-developed organisational and time management skills with the ability to prioritise tasks and meet deadlines; *and*
- Excellent verbal and written communication skills.

Desirable

- Experience with local government or public sector financial processes and reporting.

Qualifications and Licences

- A tertiary qualification in Accounting, Finance, or a related discipline (or working towards completion).



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Personal Attributes

- Flexible and adaptable, able to respond effectively to changing organisational needs;
- Resilient and composed when facing challenging or difficult situations;
- Strong problem-solving skills with a proactive and solutions-oriented approach;
- Able to work independently while also collaborating effectively within a team environment;
and
- Committed to ongoing professional development and continuous improvement.

I, _____ (name) have read and understood my position description and agree to perform my role in accordance with the objectives, responsibilities and performance requirements set out in this position description.

Employee Signature: _____ Date: _____