

### Position Title

Graduate Accountant

### Award Classification

*Dorset Council Enterprise Agreement 2025, or any applicable Agreement that replaces it.*

### 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.

### 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.

### Organisational Relationships

#### Reports To

- Finance Manager

#### Internal Liaisons

- Management Team
- Council Employees
- Councillors

#### External Liaisons

- 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).



## POSITION DESCRIPTION

### 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: \_\_\_\_\_