Every Queensland community deserves to be a liveable one

Senior Accountant
IPC Workstream

Full time role

About the LGAQ

Every Queensland community deserves to be a liveable one, and a career at the Local Government Association of Queensland (LGAQ) will give you the opportunity to make a difference for Queensland communities. Formed in 1896, the LGAQ is a not-for-profit association set up solely to serve Queensland's 77 councils and their individual needs. The LGAQ is the peak body representing local government in its dealings with other governments, unions, business and the community.

In brief

The financial services section of the LGAQ provides financial services to LGAQ and its group of subsidiaries and several business units which include insurance, funded programs, and conference delivery.

This position performs financial accounting activities to facilitate the delivery of accurate and timely financial reports for LGAQ, as well as compliance with tax and statutory reporting obligations.

This role works closely with the Group Finance Manager, ELT members and managers to deliver a range of financial services.

Some out of hours work may be required as part of this role.

Applications from people with diverse lived experience and identities are strongly encouraged, as the more diverse our team is, the better we are able to represent our diverse membership.

Key Responsibilities

- Undertake proactive financial and business analysis and consult with the Chief Financial Officer (CFO) and Group Finance Manager to coordinate the development of financial strategies and plans that best meet business needs and requirements.
- Partner with stream/project leaders to deliver professional accounting advice and related services. Assists with the annual budget planning and forecasting process for the business units.
- Meet the financial and management reporting needs of LGAQ and its funded programs, and assist with preparation of subsidiary annual financial statements, in accordance with relevant financial standards and legislation.

- Review and investigate budget variance and provides commentary of the variance in the LGAQ management reports.
- Prepare the monthly LGAQ BAS and PAYG for payment, in addition to the annual FBT return in accordance with statutory deadlines.
- Provide assistance to the CFO with preparation of the LGAQ financial statements and other ad hoc projects.
- Liaise with external auditors including responding to queries during the Queensland Audit Office's annual planning, interim and final audit phases, as well facilitating the external audits of LGAQ's funded programs.
- Ensure the appropriate application of LGAQ's financial governance policies within the business units and compliance with all relevant legislative instruments and financial standards.
- Provide analysis of business unit performance against objectives and identifies initiatives and opportunities to achieve performance improvement.
- Establish and maintain effective communication with staff and key stakeholders and clients internal and external to the LGAQ Group.
- Support Accounts Payable and Accounts Receivable staff
- Adhere to all workplace relevant legislation and LGAQ policies
- Contribute to the LGAQ culture through application of the CARE Behaviours and participation in workplace activities.

Capabilities

- Professional financial qualification and membership of a professional institute e.g., CA or CPA.
- At least 5 years' commercial accounting experience in a similar role.
- Experience across a range of programs including Microsoft Office, and an enterprise level accounting system (Technology One experience desirable).
- Intermediate to advanced Excel skills
- Demonstrated high standard of interpersonal and communication skills with strong customer service orientation.
- Demonstrated ability to keep up to date with relevant legislation, regulation, and knowledge. Exposure to the Not-For-Profit industry and knowledge of applicable Australian Accounting Standards including AASB 15 - Revenue from Contracts with Customers is highly desirable.
- Experience in coordinating and dealing with external auditors.
- Proven high level consultation and negotiation skills and an ability to apply them in a diverse range of forums and settings.
- Ability to maintain confidentiality and to exercise tact, discretion, initiative, and sound judgement.
- Excellent data accuracy with high level of attention to detail.
- Ability to apply audit standards and maintain a strong internal control environment.
- Proactive approach with the ability to adapt to changing priorities.
- Exceptional time management skills and proven ability to meet deadlines.

- Ability to analyse and comprehend data as well as resolve discrepancies.
- Proven ability to work independently and with accountability as well as effectively working as part of a team.
- A collegiate approach to working with and listening to colleagues and a passion for working with people in a team-based approach.

Working at the LGAQ

Choosing the LGAQ as an employer is an opportunity to positively impact communities across Queensland through an influential 'for purpose' peak body. Employees benefit from an inclusive and caring culture underpinned by our CARE Behaviours@LGAQ. LGAQ people demonstrate Caring Accountable Respectful behaviours, and our leaders are Engaged.

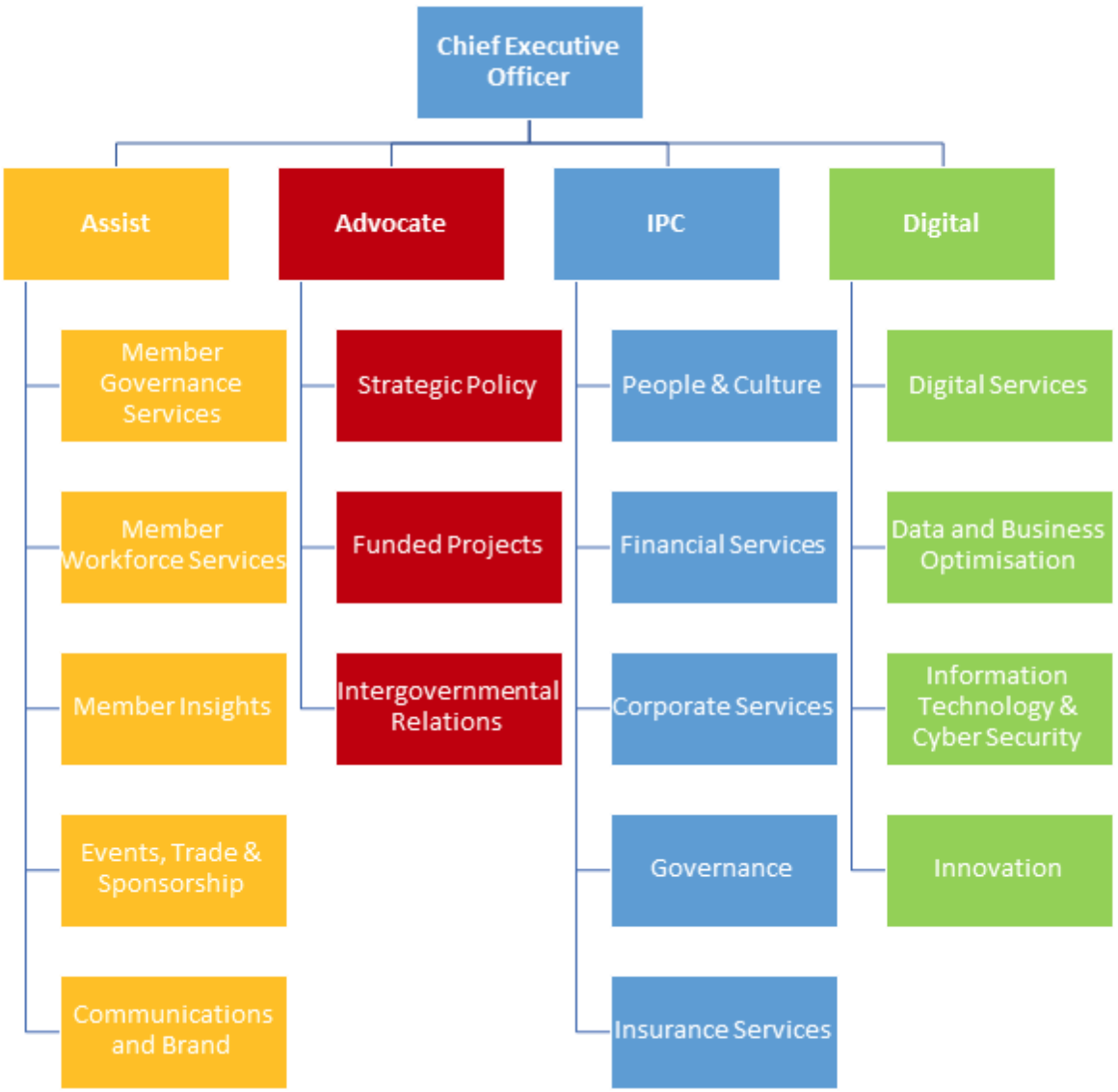
Employees enjoy flexible work arrangements, a range of learning and development opportunities, an inclusive workplace and can even bring their pets to work. As an equal opportunity employer, we encourage applications from candidates with diverse backgrounds.

If you thrive in an environment where collaboration, teamwork and innovation are paramount, then working at the LGAQ could be the right step for you.

Our structure

The LGAQ has a unique operating model designed to maximise our engagement with member councils. Our staff are allocated to four customer service streams. The Assist, Advocate and Digital streams work directly with councils and other stakeholders while the Internal Performance Centre (IPC) provides back office and organisational support. All LGAQ staff share a passion for working with our members and stakeholders, effective collaboration and getting results.

This position is part of the IPC stream.


Chief Executive Officer
Assist
Advocate
IPC
Digital
Member Governance Services
Member Workforce Services
Member Insights
Events, Trade & Sponsorship
Communications and Brand
Strategic Policy
Funded Projects
Intergovernmental Relations
People & Culture
Financial Services
Corporate Services
Governance
Insurance Services
Digital Services
Data and Business Optimisation
Information Technology & Cyber Security
Innovation

Behaviours@LGAQ
C.A.R.E. Model

LGAQ people are **C**aring, **A**ccountable, **R**espectful and our leaders are **E**ngaged.

Caring

Commit to supporting our members.

Care for each other.

Prioritise the well-being and safety of themselves and others.

Lead by example and inspire others.

Exercise good judgement and think before acting.

Accountable

Accountable for their actions and delivering outcomes.

Hold other team members accountable for their behaviour by calling out or reporting issues of concern.

Ask for help when needed.

Strive to continuously improve and try new ways.

Act professionally and with integrity – always.

Undertake continuous learning, accept responsibility and fix mistakes in a timely way.

Respectful

Respectful, inclusive and supportive of others.

Build positive relationships.

Provide constructive feedback.

Consider the impact of their own behaviour.

Share information openly.

Collaborate to develop innovative solutions.

Engaged leaders

Set clear expectations and hold people accountable for behaviour and results.

Know their people and bring out the best in them.

Encourage diverse input from team members.

Provide timely feedback, create opportunities and develop people.

Recognise achievements of teams and team members.

Help remove barriers to peoples' success.

