



Position Profile

70005290 – Systems Accountant – Project Lead

About Council

The Sunshine Coast Council continues to take a lead role in shaping a prosperous future for our community through a vision to be Australia’s most sustainable region – healthy, smart, creative.

Sunshine Coast Council is one of the largest local governments in Australia, serving a community of more than 330,000 residents across an area of approximately 2,291 square kilometres. Council’s 2022-2026 Corporate Plan aims to deliver a smart economy, a strong community, a healthy environment, service excellence and an outstanding organisation. These objectives provide our community and our organisation with a line of sight to the programs, projects and services provided by council to residents, businesses and visitors across our region every day. Our employees’ passion and commitment to the region and their willingness to go above and beyond, is what sets Sunshine Coast Council apart as a local government organisation.



Our Values

Everything council does is underpinned by its values which define the culture of the organisation and the behaviours that shape our interaction with the community and each other.

Respect for each other in our working relationships

Being our best by continuing to learn, grow, challenge and change

Working as one team across the organisation and with our community

High standards in our conduct, service and governance

Service excellence for our customers and each other

Our Corporate Plan Goals

1. **Our Strong Community** - Our communities are connected and thriving places where people are included, treated with respect and opportunities are available for all.
2. **Our Environment and Liveability** - Our natural assets, healthy environment and liveability credentials are maintained and enhanced.
3. **Our Resilient Economy** - Our resilient, high-value economy of choice drives business performance, investment and enduring employment.
4. **Our Service Excellence** - Our services are consistent and accessible and provide positive experiences for our customers and value to our community
5. **Our Outstanding Organisation** - Our organisation is high performing, innovative and community focused, marked by great people, good governance and regional leadership.

Position Summary

Position title	Systems Accountant - Project Lead		
Position number	70005290		
Reports to	Systems & Project Leader		
Position type	Establishment		
Position classification	Award Based - Queensland Local Government Industry Award (Stream A) – State 2017 – Level 6		
Group	Business Performance		
Branch	Finance		
Team	Financial Services		
Employment area	Sunshine Coast	Current Location	Nambour/Maroochydore
Team leadership/ supervision	Not applicable		
Internal liaison	Manager, Team Members, Group Executive, Councillors and other Council employees.		
External liaison	Federal and State Government Departments, Local Government Authorities, Community Groups and Information Technology Providers.		
Delegations	As per Council's Delegations of Authority relating to financial, administrative, human resource management, Workplace Health & Safety (WH&S) and environmental management responsibilities.		
Date last reviewed	14 June 2022		

Key Responsibilities

- Administration of the T1 CiA Financials application (e.g. menus, security, data entry formats, ledgers, processing groups, module configuration and others).
- Lead complex business process reviews incorporating the design, development, integration and implementation of key business systems to CiA applications from initiation to closure.
- Develop and implement Change Management Strategies founded upon stakeholder consultation and change impact data analysis to achieve a smooth and successful adoption of change by the organisation.
- Develop Acceptance Test Plans and provide guidance and training to Testers in the development of test scripts and performance of testing.
- Liaison with other Council Officers to determine information requirements and the development of systems proposals to address these requirements.
- Provision of advanced financial application support in the form of:
 - Interface validation;
 - System integrity, availability and support; and
 - Documentation of processes and provision of training and support to key users.
- Writing of and maintaining Financial, Purchasing, and other reports as required using T1 Financials'

XLOne tool and Crystal Report Writer.

- Provision of professional advice to key information and process stakeholders.
- Commitment to ongoing personal development.
- Participate in the development of a healthy and safe workplace. Embracing initiatives, information and training and incorporating safety into all daily activities. Demonstrate safe work behaviours, abiding by procedures, identifying and reporting hazards, and contributing to all aspects of a safe workplace culture.
- Such other relevant duties as required from time to time which would generally fall within the scope of this position.

Key Requirements

Mandatory Requirements / Experience

- Tertiary degree qualifications in a relevant discipline, preferably supported by further professional development.
- Demonstrated proficiency in system analysis and design.
- A broad experience over several years in successfully project managing a range of complex system implementation projects from initiation to closure.
- Managing, monitoring and reporting on project related trends and performance against plans and schedules.
- Thorough knowledge and practical experience in integrated financial systems and processes. These systems include financial asset management and Council business orientated systems and regulatory reporting requirements.
- Thorough knowledge of Accounting Standards (including International Financial Reporting Standards) and Local Government Accounting Standards.
- Thorough knowledge of application support systems and methodologies. This will include a practical understanding of financial packages, their interrelationships and operation in an open environment.
- Substantial level of analytical problem solving skills, particularly in relation to organisational systems.
- Well-developed written and verbal communication skills, including demonstrated ability in providing high level customer service to a customer base that is both internal and external.
- Well-developed negotiation and interpersonal skills.
- Well-developed time management skills that enable you to manage competing priorities and deadlines.
- Excellent level of competency in the use of windows based computer systems, including but not limited to the Microsoft suite of office applications.

Corporate Requirements

- Commitment to the agreed Sunshine Coast Council values and behaviours
- Compliance and adherence to Code of Conduct
- Participation in Performance Review and Planning
- Availability to work across council work locations
- Commitment to the Work Safe : Live Well 7 Safety Essentials

Be fit for work ▪ Look after yourself and others ▪ Manage risk - if it's not safe don't do it ▪ Follow procedures and instructions ▪ Check all plant & equipment and be competent in its use ▪ Use and maintain correct PPE ▪ Report all hazards, incidents and near misses.