

# Role Charter

<b>POSITION:</b>	<b>CADET ACCOUNTANT</b>
<b>Reports to:</b>	Manager Financial Services
<b>Accountable to</b>	Executive Manager, Finance
<b>Group:</b>	Finance
<b>Date revised:</b>	January 2025

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and changeover time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

## Our Guiding Principles are:



### MAKE THINGS EASY

Do the hard work to make things intuitive for everyone.



### BE WELCOMING

Care for everyone as people, not tasks or numbers.



### BE OPEN MINDED

Listen to each other and work together to find solutions.



### KEEP YOUR PROMISES

Follow through on your commitments to everyone.



### LOOK OUT FOR ME

Thoughtfully anticipate what will make our days go smoother.

## Primary Purpose

To undertake a cadet program in accounting in respect to Financial Services at Council. To provide support and assistance to the Financial Services team with various functions, including, procure to pay, accounts receivable, budgeting, maintenance of financial systems and performing general accounting duties

## Core Accountabilities

1. Assist with the review and maintenance of the procure to pay function including but not limited to budget commitments, contracts and purchase orders and reporting
2. Provide support by conducting various reviews and reconciliations to ensure the accuracy and integrity of the Council's financial system.

3. Support in the delivery of required day to day accounting duties including but not limited to month end close activities, processing of journals, trial balances, general ledger reconciliations and assistance in preparation of financial reports.
4. Develop and maintain productive, professional relationships with colleagues, management, staff, service providers, and other stakeholders.

Undertaking any other duties, projects or tasks as directed which are within the employee's skills, competence and training.

The incumbent is to behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

### **Essential Criteria**

1. Students who will finalise their degree qualification within two years in Business, Commerce, Accounting or related discipline.
2. Strong written and verbal communication skills including understanding of requirements for preparation of a range of financial reports and presentations to assist effective decision making.
3. Demonstrated experience in maintaining attention to detail in a high-volume processing activity to ensure accuracy.
4. Experience in effectively prioritising tasks to meet deadlines, and continuous improvement.

### **Desirable Criteria**

1. Demonstrated interpersonal, communication and conflict resolution skills.

Date:

Agreed:

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**Employee Name**

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**Employee signature**