

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	<b>Team Leader, Financial Accounting</b>
<b>CLASSIFICATION</b>	SRW Enterprise Agreement Professional Services Band D plus employer contribution to superannuation in accordance with the <i>Superannuation Guarantee (Administration) Act 1992</i> .
<b>BUSINESS UNIT</b>	Finance, Safety and Risk
<b>ENGAGEMENT</b>	Full-time - Limited term – 2 years
<b>LOCATION</b>	Negotiable across SRW major offices
<b>REPORTING LINES</b>	<b>Reports to:</b> General Manager Finance, Safety and Risk  <b>Direct Reports:</b> Financial Accountant Management Accountant Payroll Coordinator Accounting Trainee Senior Bookkeeper
<b>DELEGATIONS</b>	This position has authority to make decisions and direct activities for SRW as conferred by Southern Rural Water's Instrument of Delegation and as set by: <ul style="list-style-type: none"> <li>• this position description</li> <li>• other directions or instructions specified by SRW or a SRW delegate</li> </ul>

### POSITION OBJECTIVE

The Team Leader, Financial Accounting leads a team of finance professionals and coordinates to the delivery of finance services including financial compliance and reporting and preparation of statutory accounts and financial reconciliations, taxation compliance, management accounting, including budgeting and forecasting, and payroll and superannuation processing and reporting.

The Team Leader liaises across Finance, Safety and Risk and the wider organisation in the delivery of robust and expert financial services and advice, and ensures the organisation complies with reporting and compliance obligations and standards.

### POSITION SPECIFIC RESPONSIBILITIES

- Effectively lead and manage the Financial Accounting team in the delivery of:

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- preparation of financial information on a monthly basis, including the maintenance of a complete and accurate general ledger and the preparation of associated account reconciliations
- preparation of the annual statutory accounts, including the production of an appropriate year-end file for external audit which reconciles to the organisation's trial balance and financial statements.
- Coordination of month-end process and other regular financial activities including the allocation of shared costs and asset transaction.
- reconciliations of general ledger balance sheet accounts on a monthly basis, to explainable and substantiated third party information and/or subsidiary ledger systems for receivables, payables, payroll, leave, bank, projects and assets.
- preparation of monthly and annual budgets.
- coordination of financial management information, with SRW business managers, to enable a rolling 12-month re-forecast of the organisation's financial position and results.
- preparation of weekly and monthly cash and debt status report and provide advice to the Manager Commercial Services of any necessary treasury actions.
- calculation, completion and submission of the Corporation's tax obligations, including GST, Fringe Benefit and Income tax.
- payroll processing, including reporting and superannuation obligations, and payroll review and authorisations.
- facilitation of the fixed assets lifecycle from inception to completion, including accurate accounting treatment, code activation and final capitalisation (alongside project gate approvals by applying accounting judgement), ensuring these systems and sub-ledgers are reconciled, reported and managed (includes Work-in-Progress).
- calculation and submission of the Corporation's financial reporting requirements to government (State Resource Information Management System [SRIMS] reporting obligations).
- identification, ongoing management, treatment and escalation of risks within finance or associated activities.
- Prepare financial reports and analysis for management as requested by the General Manager, Finance, Safety and Risk and other ad-hoc analysis and financial reporting tasks as required.
- Develop and monitor financial policies, procedures and controls to ensure that SRW:
  - meets its financial management obligations as determined by government Standing Directions
  - identifies and implements opportunities for improvement in respect of financial compliance.
- Participate in water sector financial forums and where appropriate, lead those discussions where SRW has relevant experience and competence.
- Other duties as directed by the General Manager Finance, Safety and Risk.

### PEOPLE MANAGEMENT

- Undertake regular meetings with all direct reports and provide constructive feedback, coaching and direction to ensure position requirements are being met effectively and efficiently.
- Undertake formal performance appraisals twice per annum with all direct reports to identify and acknowledge both achievements against performance indicators and opportunities for improvement.
- Ensure team members maintain the technical capability to perform their role and encourage skill development and learning where required.

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- Communicate relevant matters via individual and/or team meetings.
- Undertake effective recruitment and training of employees.

### OPERATIONAL RESPONSIBILITIES

- Monitor and adjust plans and resources as required to ensure service levels and other targets are continually met.
- Coordinate the implementation of improved efficiencies and/or effective team work practices to ensure continuous improvement.
- Ensure that all team members have a shared understanding of team purpose and direction.
- Coordinate the annual review of all team processes and identify and implement opportunities for improvement.
- Work collaboratively with all teams and other stakeholders to ensure that effective internal and external customer service is delivered and that all performance indicators and targets are met.
- Provide input into key business unit risks and mitigating actions and ensure that the risk management plan is up to date.
- Ensure that all business unit employees, and self, maintain complete and accurate records of all work-related activities including documentation and administration as per the organisation's records management policy and adherence to the organisation's written style.

### SCHEDULING RESPONSIBILITIES

- Ensure that team and individual employees' activities contribute towards the achievement of business unit and organisational goals, demonstrating alignment through daily and/or regular planning and reporting activities.
- Plan and provide input into team budgets on a monthly and annual basis.
- Resolve any audit findings within agreed time frames.
- Accurately report service area data and other information annually to support Annual Reporting or other reporting or ministerial requirements reports (as applicable).
- Fulfil emergency related functions including filling an incident management team position, by mutual agreement, in the event that a CIMP is enacted.

### HEALTH, SAFETY AND WELLBEING

- Ensure all team members (and self) are aware of and adhere to, SRW policies and OH&S requirements.
- Monitor health and safety performance within areas of responsibility.
- Lead formal and informal discussions regarding HSW risks and activities.
- Investigate all hazards / incidents / injuries within areas of responsibility.

### KNOWLEDGE SKILLS AND ABILITIES

- Demonstrated experience in managing and developing a finance team to achieve outputs and to work collaboratively, including resourcing, mentoring and coaching team members and drive process improvements and efficiencies.
- Demonstrated experience in a similar role, with ability to establish and implement sound and effective financial management processes, and experience in a government, regulatory or similar environment.

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- Ability to liaise and communicate information clearly with internal and external stakeholders including businesses, government agencies and members of the public.
- Expert judgement and analytical skills to reason through complex problems and develop strategic and robust interventions and solutions.
- Demonstrated ability to be decisive and flexible while maintaining impartiality, objectivity and professionalism.
- Excellent organisational and self-management skills with the ability to plan and prioritise work and be flexible and agile in delivering service in a complex and geographically diverse operations and compliance environment.
- Well-developed self-awareness, including the ability to work through problems and issues with stakeholders, build trust and establish and maintain effective relationships.
- Ability to plan and direct initiatives and projects, including time, budget and resources to meet objectives.
- High-level experience in accounting software and MS Excel to advanced level, including data set interrogation, complex look up, etc.

### QUALIFICATIONS

- Tertiary qualifications in Accounting.
- Attainment of or progression towards CA/CPA is desirable.

### PRE-REQUISITES

- Possess and maintain a current Victorian driving licence.
- Possess and maintain relevant qualifications, licences pertaining to role.
- Ability to travel to and work from other SRW Office locations as required.

### SRW VALUES

Adherence to Southern Rural Water's Values as described below:

We are **always safe** and **accountable** working as **one team** to deliver a lasting **legacy**.

### DIVERSITY AND GENDER EQUALITY

At SRW we value a diverse workforce, we acknowledge that it is our responsibility to create gender equality and inclusive workplaces where everyone can be their best self, regardless of gender.

### EMPLOYEE POLICIES

All SRW employees are required to comply with the Code of Conduct for Public Sector Employees, which can be found by visiting <http://vpssc.vic.gov.au/resources/code-of-conduct-for-employees/>

<b>DATE APPROVED</b>	<b>September 2025</b>
<b>APPROVED BY</b>	<b>General Manager Finance, Safety and Risk</b>